

**2016**  
**Hoffman Estates Chamber of Commerce & Industry**  
**Scholarship Guidelines**

The Hoffman Estates Chamber of Commerce is offering scholarships to be awarded to deserving applicants. The scholarship committee has determined the parameters of the program as follows:

Guidelines:

- 1) Applicants must be 17 years of age or older. The program includes individuals who are returning to school for a degree as well as those just entering or currently enrolled in a higher education degree program.
- 2) The scholarships are to be used for college courses/fees at an accredited institution and must be payable to the educational institution.
- 3) Applicants must be employees or immediate family members of employees of a current Hoffman Estates Chamber of Commerce member company in good standing and must be recommended by a Chamber member in good standing. An employee is defined as anyone who has worked for the company for one year at the time of application for the scholarship. An immediate family member is defined as son, daughter, mother, father or spouse.

Procedures:

- 1) An application can be obtained from a Hoffman Estates Chamber of Commerce member, the Chamber office or on the Chambers website. The form must be completed by the applicant and signed by the sponsoring Chamber member's representative.
- 2) The applications must be received in the Chamber office by 1:00 p.m., Friday May 20, 2016.
- 3) A panel of judges will review the forms.
- 4) The winners of the scholarships will be contacted once the committee has reviewed the applications and award recipients are selected.
- 5) Recipients will receive a scholarship check written to the college or university of their choice, covering the expenses outlined in Guideline 2.
- 6) Previous Hoffman Estates Chamber of Commerce scholarship winners and their immediate family members are ineligible to participate.
- 7) Scholarship winners must present an authorized bill for payment to the Chamber within six months of being notified as a scholarship recipient.
- 8) Scholarship recipients must be willing to have their name and photo used for publicity purposes.

**Hoffman Estates Chamber of Commerce & Industry  
Scholarship Application 2016**

Assigned Number \_\_\_\_\_  
(For office use only)

Scholarship applied for:

\_\_\_\_\_ Graduating High School Senior

\_\_\_\_\_ Current College Student

\_\_\_\_\_ Graduate Student

Personal Information (type or print)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # \_\_\_\_\_

Birth date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

High School Attended: \_\_\_\_\_ Year Graduated \_\_\_\_\_

Parent/Guardian Signature (if under 18) \_\_\_\_\_

**Hoffman Estates Chamber of Commerce Member:**

Applicants must be employees or immediate family members of employees of a current Hoffman Estates Chamber of Commerce & Industry member company in good standing and must be recommended by a Chamber member in good standing.

Chamber Members Name: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicants  
Signature: \_\_\_\_\_

**Hoffman Estates Chamber of Commerce & Industry  
Scholarship Application  
2016**

**Instructions:** Fill out the enclosed form entirely, obtain proper signatures, and submit to the Chamber of Commerce office by 1:00 p.m., Friday May 20, 2016. Please note that an essay is required. Judging will be based upon all criteria submitted: **(essay, activities, experiences, and transcripts)**

Return completed form and essay by **1:00 p.m.**, Friday May 20, 2016 to:

Hoffman Estates Chamber of Commerce & Industry  
2200 W. Higgins Rd. - #201  
Hoffman Estates, IL 60169



**ESSAY QUESTION:** Please answer the following question in your own words. Your essay should be one to two pages in length (one side of page, typed, double-spaced) with the essay question written on the top of the page. **[DO NOT put your name on the essay page or this page; they will be identified with a number.]**

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***What employee qualities/attitudes do you feel are necessary for a business/organization to be successful? What are you doing to develop those qualities/attitudes?***  
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Name of last school attended: \_\_\_\_\_ Years: \_\_\_\_\_

Year graduated from high school and/or college: \_\_\_\_\_ GPA: \_\_\_\_\_

To what do you attribute your grade point average?

\_\_\_\_\_

Name of educational institution for which scholarship is intended:

\_\_\_\_\_

Designated course of study: (e.g.: business, nursing, technical, etc.)

\_\_\_\_\_

**It is very important to include transcripts from the most recently attended school to assist in evaluating your academic achievements.**

Attach an extra sheet containing the following information: (each category should be answered separately and relevance to your course of study should be highlighted):

1. Work experience (full or part-time, or internship) for the past three years:
2. Extracurricular and Volunteer Activities (state leadership roles) in which you have participated:
3. Special awards/recognition you have received (clarify what the awards represent):
4. Significant school projects: