

January 23, 2002

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 01-15
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TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF  
ALL JOB CORPS REGIONAL DIRECTORS  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS AND CTS CONTRACTORS

FROM: RICHARD TRIGG  
National Director  
Office of Job Corps

SUBJECT: 2002 Harpers Ferry Memorial Scholarship Fund Award

1. Purpose. To announce the availability of the Harpers Ferry Memorial Scholarship Fund and describe the procedures by which eligible current and former Job Corps students may compete for award of the annual \$1,000 scholarship.
2. Background. The Harpers Ferry Memorial Scholarship Fund was established in 1996 to commemorate the lives of eight Harpers Ferry Job Corps students who perished in the MARC/AMTRAK train collision on February 16, 1996, in Silver Spring, Maryland, while traveling home for a holiday weekend from Job Corps.

The scholarship will be awarded annually to one individual in the amount of \$1,000 to help defray the costs of further academic and/or vocational training. The sixth annual award will be announced in April 2002.

The Harpers Ferry Memorial Scholarship Fund Award is administered by a non-profit 501(c)3 organization. The fund is maintained in a bank account under the control of Joint Action in Community Service, Inc. (JACS). The account balance as of November 30, 2001 is \$9,310.15. The fund receives income through tax-deductible donations (under IRS guidelines) and interest earned on the account balance.

3. Contributions for Student Scholarships. Contributions to the fund can be made by sending a check/money order (tax deductible) to the following address:

JACS/Harpers Ferry Memorial Scholarship Fund  
Joint Action in Community Service  
5225 Wisconsin Avenue, N.W., Suite 404  
Washington, D.C. 20015

Checks should be made out to Harpers Ferry Memorial Scholarship Fund. Contributions will be acknowledged in writing and a letter will be sent to the family of the person in whose name the donation is made.

4. Eligibility. An annual \$1,000 scholarship is awarded to a deserving current or former Job Corps student enrolled or accepted in a college, university or trade school who has displayed exemplary performance while in Job Corps and has the ability and motivation to benefit from further education. Students who are interested in applying for this scholarship are required to complete an application form and write a letter to the Selection Committee explaining how the scholarship will benefit them and why they are deserving of the award. A summary of the requirements are listed below:

- a. An application form designed to elicit the following information: background data, name of Job Corps center attended, date graduated or completed, and trade/vocation studied;
- b. Activities while in Job Corps;
- c. Activities since leaving Job Corps (i.e., volunteer work, community service, additional training or education courses taken, and/or involvement in the National Job Corps Alumni Association);
- d. Previous awards, honors, and/or achievements;
- e. Two letters of recommendation from a Job Corps staff member, employer, teacher, etc.;
- f. A letter explaining how the scholarship will benefit the applicant, and why the applicant feels he/she deserves the scholarship; and,
- g. A letter of acceptance and/or grades from a college or trade school.

5. Application Process. The application, letters, and recommendations should be sent to the following address:

Attn: Harpers Ferry Memorial Scholarship Selection Committee  
Joint Action in Community Service, Inc. (JACS)  
5225 Wisconsin Avenue, N.W., Suite 404  
Washington, D.C. 20015

NOTE: Our panel of judges wants to give full consideration to every applicant in the selection process. Those applications that have apparent merit, but lack the necessary details of accomplishments are a disservice to the applicant. In the interest of giving applicants the greatest possible chance of winning, please make every effort to encourage and/or ensure that applications are both substantive and complete when submitted.

The deadline for receipt of applications is February 28, 2002. The selection of the \$1,000 Scholarship recipient will be announced by the National Director of Job Corps in April 2002. Payment of the Scholarship will be made directly to the recipient's educational institution.

6. Selection. The selection committee is comprised of an impartial group of judges whose decision will be final.
7. Action. Addressees are requested to announce the availability of the Harpers Ferry Memorial Scholarship and to assist qualified applicants in submitting appropriate documentation.
8. Expiration Date. February 28, 2002
9. Inquiries. Inquiries should be directed to Gayle Cody on (202) 693-3105 or Ana Gomez in the JACS National office on (202) 537-0996 or 1-800-522-7773, respectively.

Attachment

Harpers Ferry Memorial Scholarship Award Application

## HARPERS FERRY MEMORIAL SCHOLARSHIP AWARD APPLICATION FORM

1.	Name:  Present Address:	Present Telephone:
2.	Next of Kin Name:	Next of Kin Telephone:
3.	Job Corps Center attended:  Dates of Enrollment. From:                      To:  Did You Graduate? Circle Yes or No. Trade/Vocational Programs completed at Job Corps:	SSN:  Birth date:
4.	Honors, Awards, Achievements, Volunteer or Community Service, Extra Curricular and Other Activities while in Job Corps:  After Job Corps:	
5.	Educational Institution (college, university, trade school, etc.) where scholarship check will be sent.  Name:  Address:  Are you currently enrolled in college, university or trade school? Circle Yes or No.	Telephone:  If yes, what is your Grade Point Average (G.P.A.)?
6.	Educational or Career Goals and Objectives:	
7.	Educational Achievements (additional training or education courses taken since Job Corps):	
8.	Are you a member of the National Job Corps Alumni Association (NJCAA)? Circle Yes or No. If yes, describe type of involvement:	
9.	Attach two letters of recommendation (from a Job Corps staff member, employer, teacher, etc.) and a letter detailing your need, why you should receive the scholarship, and any other background information pertinent to this application.	
10.	I certify that all the information provided is true and accurate to the best of my knowledge.  Signature: _____ Date: _____	

The **deadline** for receipt of applications is **February 28, 2002**. Selection of the Scholarship recipient will be announced in April 2002. **Submit completed applications to the address below.**

**Attn: Harpers Ferry Memorial Scholarship Selection Committee**  
**c/o Joint Action in Community Service, Inc. (JACS) · 5225 Wisconsin Avenue, N.W., Suite 404 · Washington, D.C. 20015**  
 Tel. (202) 537-0996 · FAX: (202) 363-0239 · Toll-Free: (800) 522-7773