

January 30, 2003

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 02-13
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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: **2003 Harpers Ferry Memorial Scholarship Fund Award**

1. Purpose. To announce the availability of the Harpers Ferry Memorial Scholarship Fund and to describe the procedures by which eligible current and former Job Corps students may compete for four \$1,000 scholarships.
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.

This year's scholarship will be awarded to four individuals in the amount of \$1,000 each to help defray the costs of further academic and/or vocational training. The seventh annual award will be announced in the late Spring of 2003.

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, 2002 is \$8,325.15. 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 the 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. The \$1,000 scholarships will be awarded to deserving current or former Job Corps students enrolled or accepted in a college, university, or trade school who have displayed exemplary performance while in Job Corps and have the ability and motivation to benefit from further education. Students who are interested in applying for one of the scholarships 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 (see Attachment) designed to elicit the following information: background data, name of the 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: *The panel of judges aim to give full consideration to every applicant during the selection process. Please encourage and ensure that all applications are complete and substantive prior to submission.*

The deadline for receipt of applications is February 28, 2003. The selection of the four \$1,000 scholarship recipients will be announced by the National Director of Job Corps in the late Spring of 2003. 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, 2003.

9. **Inquiries.** Inquiries should be directed to Gayle Cody at (202) 693-3105, or email to GACody@doleta.gov; or contact Ana Gomez in the JACS National Office at (202) 537-0996 or 1-800-522-7773.

Attachment

Harpers Ferry Memorial Scholarship Award Application