

April 22, 2004

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 03-21
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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 C. TRIGG
National Director
Office of Job Corps

SUBJECT: 2004 Donald A. Buchannon Scholarship Fund Award, Call for Applications

1. Purpose. To announce the availability of the Donald A. Buchannon Scholarship Fund Award, and describe how eligible current and former Job Corps students may compete for the **annual \$2,500 scholarship fund award.**
2. Background. The Donald A. Buchannon Scholarship Fund was established to commemorate the memory of Don Buchannon, who died in 1989 after 25 years of dedicated service to the Job Corps program and its students.

In 1964, Don began his career in Job Corps as a counselor at the Grants Pass Job Corps Center in Grants Pass, Oregon. His subsequent experiences include serving as Project Manager; Deputy Regional Director, and Regional Director in both the Seattle and San Francisco regions; a 2-year assignment at the National Office of Job Corps; and numerous other details and special assignments, as needed by the National Director of Job Corps. Don was a valued member of the Job Corps family.

As a tribute to Don's firm belief in the value of education, a scholarship fund was established to remember his many contributions to the Job Corps program. A non-profit 501(c)3 organization has been chartered and established in the state of Washington under the title of The Donald A. Buchannon Scholarship Fund. The fund is maintained in a bank account under the control of our Seattle Regional Office. The account balance as of December 31, 2003 was \$24,213.57. The fund receives income through tax-deductible donations (under IRS guidelines) and interest earned on the account balance.

3. Contributions for Student Scholarships. Tax-deductible contributions to the fund may be made by sending a check/money order to the following address:

Donald A. Buchannon Scholarship Fund
c/o U.S. Department of Labor, ETA
Office of Job Corps
71 Stevenson Street, Suite 1015
San Francisco, California 94105-2970

Checks and money orders should be made out to the “Donald A. Buchannon 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 for Scholarships. An annual \$2,500 scholarship is awarded to a deserving **current or former** Job Corps student who displayed exemplary performance while in Job Corps and possesses the ability and motivation to benefit from further education. Applicants must meet the following criteria:

a. Are currently enrolled in the Job Corps Advanced Career Training (ACT) program, desire to continue his/her academic training, and are nearing the 3-year enrollment limitation,

or

Have been enrolled in Job Corps within the past 2 years and are currently enrolled in a college program, or planning to enter an institute of higher learning. In addition, the scholarship is available to students pursuing graduate or post-graduate degrees.

and

b. Have maintained a 2.0 or better Grade Point Average (out of a possible 4.0) for college level courses. (Applicable only if the applicant is presently enrolled in college.)

5. Application Process. All scholarship applicants must complete the attached Scholarship Application Form and submit it to the following address:

Donald A. Buchannon Scholarship Fund
c/o Marsha Fitzhugh
U.S. Department of Labor, ETA
Job Corps National Office, Room N4463
200 Constitution Avenue, N.W.
Washington, D.C. 20210

***NOTE:** In the interest of giving an applicant the greatest possible consideration, please make every effort to encourage and/or ensure that applications are complete and legible (type or print) when submitted. Those applications that have apparent merit, but contain insufficient information to make a reasonable judgment are a disservice to the applicant and to our panel of judges who desire to make the best possible assessment.*

The deadline for receipt of applications is **July 30, 2004**. Payment of the scholarship will be made directly to the recipient's educational institution.

6. Selection Process. The selection committee consists of Job Corps National Office staff members, who will carefully consider all applications received, and make a recommendation for award to the National Director of Job Corps.

7. Action. Recipients of this Instruction are requested to notify staff and students of the call for applications for the Donald A. Buchannon Scholarship.

8. Expiration Date. July 30, 2004.

9. Inquiries. Inquiries should be directed to Marsha Fitzhugh on 202-693-3099, or emailed to Fitzhugh.Marsha@dol.gov.

Attachment

DONALD A. BUCHANNON SCHOLARSHIP FUND APPLICATION

(The Deadline for Receipt of Application is July 30, 2004)

**NOTE: IF YOU DO NOT MEET THE FOLLOWING CRITERIA, PLEASE DO NOT
SUBMIT AN APPLICATION.**

Eligibility for Scholarships. An annual \$2,500 scholarship is awarded to a deserving **current or former** Job Corps student who displayed exemplary performance while in Job Corps, and possesses the ability and motivation to benefit from further education. Applicants must meet the following criteria:

- a. Are currently enrolled in the Job Corps Advanced Career Training (ACT) program, desire to continue his/her academic training, and are nearing the 3-year enrollment limitation;

or

Have been enrolled in Job Corps within the past 2 years, and are currently enrolled in a college program, or planning to enter an institute of higher learning. In addition, the scholarship is available to students pursuing graduate or post-graduate degrees.

and
- b. Have maintained a 2.0 or better Grade Point Average (out of a possible 4.0) for college level courses. (Applicable only if presently enrolled in college.)

REGION/CENTER NAME and ADDRESS:	
FIRST, MIDDLE, and LAST NAME:	
DATE OF BIRTH:	
PRESENT ADDRESS and Zip Code:	
TELEPHONE NUMBER with Area Code:	
DATE OF ENROLLMENT IN JOB CORPS:	
DATE SEPARATED FROM JOB CORPS:	
If currently enrolled, indicate projected completion date:	
Have you applied for admission and/or been accepted at a higher educational institution: YES ____ NO ____ <i>(attach letter of acceptance, if applicable)</i>	
FULL NAME AND FULL ADDRESS OF EDUCATIONAL INSTITUTION (i.e., college, university):	

EDUCATIONAL OR CAREER GOALS AND OBJECTIVES:

EDUCATIONAL ACHIEVEMENTS TO DATE: *(if GPA is 3.5 or greater attach copy of transcript)*

VOCATIONAL PROGRAM(S) COMPLETED AT JOB CORPS:

WHILE IN JOB CORPS LIST HONORS, AWARDS, ACHIEVEMENTS, COMMUNITY SERVICE, ETC.

AFTER COMPLETION OF JOB CORPS:

ATTACH AT LEAST 2 LETTERS OF RECOMMENDATION *(One must be a recommendation from a Job Corps staff member.)*

Please certify that all information provided is true and accurate to the best of your knowledge.

Applicant's Signature

Date

ALL APPLICANTS MUST COMPLETE THE APPLICATION AND SUBMIT IT TO THE FOLLOWING ADDRESS:

**Donald A. Buchannon Scholarship Fund
c/o Marsha Fitzhugh
U.S. Department of Labor
Office of Job Corps, Room N-4463
200 Constitution Avenue, N.W.
Washington, D.C. 20210**

THE DEADLINE FOR RECEIPT OF APPLICATION IS July 30, 2004.