

March 21, 2005

<b>DIRECTIVE:</b> JOB CORPS PROGRAM INSTRUCTION NO. 04 - 20
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**TO:**                    ALL JOB CORPS NATIONAL OFFICE 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:**                GRACE A. KILBANE  
                          National Director  
                          Office of Job Corps

**SUBJECT:**            Call for Applications: 2005 Donald A. Buchannon Scholarship Fund Award

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.
2.    Background. The Donald A. Buchannon Scholarship Fund was established to commemorate the memory of Mr. Don Buchannon, who died in 1989 after 25 years of dedicated service to the Job Corps program and its students.

Don began his career with Job Corps in 1964 as a counselor at the Grants Pass Job Corps Center in Grants Pass, Oregon. His subsequent experiences included serving as Project Manager, Deputy Regional Director, and Regional Director in the San Francisco region; 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 The Donald A. Buchannon Scholarship Fund. The fund receives income through tax-deductible donations (under IRS guidelines) and interest earned on the account balance.

3. Eligibility for Scholarship. 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 higher Grade Point Average (on a 4.0 scale) for college level courses. (Applicable only if the applicant is presently enrolled in college.)

4. 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 Carl Osborne  
U.S. Department of Labor, ETA  
National Office of Job Corps, Room N4463  
200 Constitution Avenue, N.W.  
Washington, D.C. 20210

***NOTE:*** *In the interest of giving applicants the greatest possible consideration, please make every effort to encourage and/or ensure that applications are complete and legible (typed or printed) 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 29, 2005**. Payment of the scholarship will be made directly to the recipient's educational institution.

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

6. Action. Recipients of this Program Instruction are requested to notify staff and students of the call for applications for the Donald A. Buchannon Scholarship. This Instruction supersedes Program Instruction 03-21.

7. Expiration Date. July 29, 2005.

8. Inquiries. Inquiries should be directed to Carl Osborne at (202) 693-3531, or emailed to [osborne.carl@dol.gov](mailto:osborne.carl@dol.gov).

Attachment

## DONALD A. BUCHANNON SCHOLARSHIP FUND APPLICATION

(The Dead Line for Post Mark of Application is July 29, 2005)

**NOTE: ONLY APPLICANTS WHO MEET ALL OF THE FOLLOWING CRITERIA  
WILL BE ELIGIBLE FOR THE SCHOLARSHIP.**

**Eligibility for Scholarship.** 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 (on a 4.0 scale) 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 an institution of higher education: YES ____ NO ____ <i>(attach letter of acceptance, if applicable)</i>	
FULL NAME AND FULL ADDRESS OF EDUCATIONAL INSTITUTION (i.e., college, university):	

**Attachment**

EDUCATIONAL OR CAREER GOALS AND OBJECTIVES:

EDUCATIONAL ACHIEVEMENTS TO DATE: *(Attach copy of transcript if currently enrolled in college)*

VOCATIONAL PROGRAM(S) COMPLETED AT JOB CORPS:

LIST HONORS, AWARDS, ACHIEVEMENTS, COMMUNITY SERVICE, ETC.

WHILE IN JOB CORPS:

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 Carl Osborne  
U.S. Department of Labor  
Office of Job Corps, Room N-4463  
200 Constitution Avenue, N.W.  
Washington, D.C. 20210**

**THE DEAD LINE FOR RECEIPT OF APPLICATION IS JULY 29, 2005.**

**Attachment**