Professionals Reaching Out to the Community
PROC Foundation Inc.

PROC Foundation Inc.

Mission Statement: To provide a functional and organized means of securing charitable contributions, gifts, and endowed funds that will be used to promote community service and positive learning experiences in the Greater Richmond area.

HBCU Scholarship Application Information

Instructions:

1. Read the entire application before completing the application. Use blank paper to compose answers so that you can transfer them onto the application form in an orderly fashion. Please type on the application form.

2. Attach a headshot photo of yourself to the application in the space provided. This photo should be conservative. By signing this application, you release the PROC Foundation, Incorporated and Alpha Kappa Alpha Sorority, Incorporated® Pi Rho Omega Chapter to use your photograph and biographical information for possible articles in the media.

3. Request a Letter of Recommendation from a total of three (3) adults (non-relatives) who know your academic ability, special talent(s) and character. Two (2) letters of recommendation must be written by school officials (such as your major advisor, professor, etc) on school letterhead. One (1) letter of recommendation must be written by a community leader, minister, or supervisor from your employer. Please ensure the writer signs the letter. The Letters of Recommendation should be addressed to PROC Foundation, Inc, HBCU Scholarship Committee, P. O. Box 6322, Richmond, VA 23230-0322.

4. Provide the following documents with your Scholarship Application Package:
   a. Completed HBCU Scholarship Application with conservative headshot photograph attached
   b. Typed double-spaced essay with no less than 300 words using the topic: *Why Attending an HBCU is Important to Me.*
   c. An official sealed copy of your transcript dated no earlier than August 31, 2019.
   d. Three (3) Letters of Recommendation from adult non-relatives: Two (2) letters from school personnel and one (1) from a community leader, minister, or a work supervisor.

5. Your complete Scholarship Application Package must be postmarked by October 15, 2019. Application Packages postmarked after this date or with incomplete information will not be considered. All documents, as stated in Instruction #4 above, must be received together as a complete Scholarship Application Package.

6. Submit your complete Scholarship Application Package to:
   PROC Foundation, Inc
   HBCU Scholarship Committee Chairman
   P. O. Box 6322
   Richmond, VA 23230-0322

PROC FOUNDATION, INC.
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PROC Foundation, Inc.
P. O. Box 6322
Richmond, Virginia 23230-0322

www.procfoundation.org

Tax ID: 54-1837286

Criteria and Additional Information for Scholarship Applicant:

1. The HBCU Scholarship is open to male and female full-time students who are sophomores or juniors with a 2.8 or higher overall grade point average and is currently attending a Historically Black College or University (HBCU).

2. Applicants must provide a list of school and community service activities and leadership roles. A form is included for your convenience.

3. The application form must be fully completed and submitted with a conservative headshot photograph, an essay, an official sealed transcript dated no earlier than August 31, 2019 and three (3) Letters of Recommendation as outlined in Instruction #4.

4. The HBCU Scholarship Committee will screen completed application packages and select finalists. All applicants will receive a written notification of their status in the selection process.

5. The 2019 Scholarship Recipient(s) will be invited to attend a Saturday morning meeting of Alpha Kappa Alpha Sorority, Incorporated® Pi Rho Omega Chapter for the Scholarship Presentation.

6. The selected recipient(s) will receive a one-time undergraduate scholarship valued at a minimum $1,000 payable to the HBCU and the student. The selected recipient(s) must provide the HBCU college/university ID information.

7. The HBCU Scholarship may be forfeited if the recipient is not a full-time enrolled student for Fall 2019 at a 4-year HBCU (community colleges cannot be substituted). Proof of full-time enrollment is required prior to payment of the scholarship funds.

Deadline for HBCU Scholarship Application Package: Postmarked by October 15, 2019

For questions, please contact:
ajakatude@aol.com
Attention: HBCU Committee Chairman

Address:
PROC Foundation, Inc
HBCU Scholarship Committee Chairman
P. O. Box 6322
Richmond, VA 23230-0322

HBCU Scholarship Application

Type or Print Clearly

Name: _____ _____ _____
Last First MI

Social Security # (Last 4 Digits only): _____

Email Address: _____

Telephone #: _____

Parent/Guardian Name(s): _____

Parent/Guardian Complete Address: _____

City, ST Zip Code: _____

Parent/Guardian Telephone #: _____

Parent/Guardian Email Address: _____

NOTE: Attach applicant's conservative headshot photograph to this application.

Activities, Leadership Roles, & Goals

School and Community Service Activities

Leadership Roles

Educational Goals & Future Goals

HBCU Scholarship Application
Signature Page

By my signature below and submission of my application, I release the PROC Foundation, Inc and Alpha Kappa Alpha Sorority, Incorporated® Pi Rho Omega Chapter to use my photograph and biographical information for possible articles in the media.

Applicant's Name: _____

Signature: _____

Date: _____

Do Not Write Below This Line
For HBCU Scholarship Committee Use Only

Scholarship Application Checklist

Date Application Received by Committee: _____

Scholarship Submission Items	**Yes**	**No**
Application Postmarked by Deadline		
Complete Application		
Photograph		
Essay		
Official Sealed Transcript		
Three (3) Letters of Recommendation		