

2023 E. Virgil Conway College Scholar Awards

Application for Graduating High School Students

The E. Virgil Conway College Scholar Awards sponsored by the Hundred Year Association of New York recognizes outstanding students with at least one parent or guardian who is a permanent career New York City civil servant with two years of continuous full-time service. Award recipients must have a solid record of scholastic achievement in high school or college, leadership potential, and a demonstrated understanding and commitment to public service.

Due Date: **Wednesday, July 12, 2023**

Section 1: High School Student Information

Applicant's Name: (Last, First) _____ Social Security Number: _____

Street Address: _____

City: _____ Cell Phone: _____

State: _____ Home Phone: _____

Zip: _____ Email Address: _____

High School Name: _____ **Year Of HS Graduation (yyyy):** _____

High School Address: _____

City, State, Zip: _____

Numeric Class Rank (If Known): _____

High School Average:

(Provide at least one) _____ % out of _____ Numeric Score: _____ Letter: _____

Total SAT/ACT Score: _____ Total Financial Aid and Other Funding For 2023: \$

(Attach a copy of SAT/ACT report to this application) (Attach a copy of FAFSA submission and SAR)

College/University Where Applicant Will Matriculate In 2023:

Address: _____

City: _____

State: _____

Zip code: _____

Section 2: Information About City Employee Who Is the Parent or Guardian of Applicant

Name: (Last, First) _____ Social Security Number: _____

Parent's Legal Address: _____

City: _____

State: _____ Home Phone: _____

Zip: _____ Home Email: _____

Full Name of Employing City Agency:

Agency Address: _____

Current Job Title: _____

City Service Anniversary Date (mm/yyyy): _____ Work Phone: _____

Annual Salary: \$ _____ Work Email: _____

Gross Annual Family Income for Year Ending December 2022:

City Employee's Salary: \$ _____ Other Parent's Salary*: \$ _____

Other Income (Explain): \$ _____ Total Income: \$ _____

*Please Include Salary of Non-Custodial Parent, If Applicable.

Date

Signature of Parent or Guardian

Signature of Applicant

The Hundred Year Association of New York
2023 E. Virgil Conway College Scholar Awards
Application Instructions and Additional Information

Please read the information and instructions below carefully before completing the application. The deadline to return the completed application along with all requested documents is **Wednesday, July 12, 2023**. Incomplete applications will not be accepted.

Eligibility

A. Parent or Guardian

1. A permanent career City civil service employee with at least two years of continuous full-time service in a position for which the salary is paid in whole or in part by the City of New York.
2. Gross annual ordinary income for the year ending December 2022 may not exceed \$125,000 for parents and/or guardians. The applicant's income should not be included. Salaries listed should be before deductions for contributions to deferred compensation plans and/or other pre-tax benefits programs. Capital gains or losses should not be considered. If parents are separated or divorced, please describe financial arrangements with respect to applicant. Please include copies of page 1 of both parents' 2022 Federal Income Tax Return(s).

B. Applicant

1. Has had regular attendance at a private or public secondary school.
2. Either graduates from high school in June 2023 or graduated from high school before June 2023 but did not matriculate to a college or university.
3. Has been accepted as a full-time student at a private or public college or university.
4. Has taken the SAT or ACT examination. A copy of the test report must be submitted with the application.
5. Must provide current high school transcript with GPA.

Financial Aid

1. Attach copy of FAFSA (Free Application for Federal Student Aid) submission and SAR (Student Aid Report).
2. Attach copy of letter received from college/university which details financial aid award for the upcoming year.
3. If the letter has not been received, please inform the association in a written message that is included with the application when it is submitted for review. Also, if financial aid has not been requested, please inform the association in a written message included with the application so that consideration of your eligibility is not delayed.

4. Upon receipt of financial aid award letter, please send a copy as soon as possible to the Department of Citywide Administrative Services to: The David N. Dinkins Municipal Building, 1 Centre Street, 24th Floor – South, Room 2445, New York, NY, 10007, or email executivedevelopment@dcas.nyc.gov.
5. List all other scholarships, grants, or loans you may be offered.

Selection Criteria

1. Scholastic achievement, leadership, and commitment.
2. Record of high school and community activity and service.
3. Score on the SAT or ACT examination.
4. Acceptance letter and planned attendance at a college or university.
5. Financial need.
6. Other information which The Hundred Year Association Awards Committee may require or deem pertinent.

Summary

1. All applications will be reviewed for eligibility and verification by the New York City Department of Citywide Administrative Services.
2. The Hundred Year Association Awards Committee will determine the winners following a personal interview with each finalist.
3. All information requested in the application must be completed for an applicant to be considered for an award, and the application must include the following documents:
 - a. SAT or ACT report.
 - b. 2022 Federal Income Tax Return (page 1 only) for both parents/guardians
 - c. FAFSA submission and SAR.
 - d. Financial aid award letter from college/university.
 - e. Current high school transcript with GPA.
 - f. A scholar awards essay.
 - g. Career interest and awards/service inventories.
 - h. An up-to-date resume.
 - i. Supplementary materials included as necessary/appropriate.
4. All applications must be signed by the City employee parent or guardian and the applicant.

The Hundred Year Association of New York
2023 E. Virgil Conway College Scholar Awards
Scholar Awards Essay Submission Form

Student's Name (Last, First):
College/University Will Attend:
Year (yyyy):

Character can be defined as the way someone thinks, feels, and behaves. Essentially, it's what makes you who you are. Describe a time in your life that has shaped who you are as a person.

Essay Title:

Essay Submission:

The Hundred Year Association of New York

High School Student Activities, Awards and Service Inventory

Student's Name (Last, First): _____

College/University Will Attend: _____

Year (yyyy): _____

Instructions: Please list and describe your achievements in high school, including academic/non-academic honors, awards and community service/volunteer activities in which you've participated. Include the term and year with each accomplishment you identify. You may attach additional pages, as needed; however, you must use the same column headings to organize the additional submissions.

Honors/Awards

(School and/or Community)

| |
|--|
| |
|--|

Recognition/Achievements

(School and/or Community)

| |
|--|
| |
|--|

College/Community Service

| |
|--|
| |
|--|

Internships/Fellowships

Memberships/Noteworthy School Activities

E. Virgil Conway College Scholar Awards: Activities, Awards and Service Inventory
(continued)

Honors/Awards

(School and/or Community)

Recognition/Achievements

(School and/or Community)

College/Community Service

Internships/Fellowships

Memberships/Noteworthy School Activities

| |
|--|
| |
|--|

The Hundred Year Association of New York

Career Interest Inventory

Student's Name (Last, First): _____

College/University Will Attend: _____

Year (yyyy): _____

Instructions: The Hundred Year Association is interested in the career aspirations of candidates for an E. Virgil Conway Scholar Award. Please review the list of occupational categories below and select **up to 3 career fields and industries** that you either:

- a) *will pursue or plan to pursue at your college or university during the upcoming academic year,*
or
- b) *have a very strong interest in exploring further as a possible career but are not planning to pursue during the upcoming academic year.*

Submit your responses with your application.

Career Fields, Paths, Industries and Opportunities

Architecture, Planning & Environmental Design:

Architecture, Interior Design, Landscape Architecture, Sustainable Environmental Design, Urban & Regional Planning, Landscape Architecture.

Arts, Culture & Entertainment:

Arts Education, Arts Management, Arts Administration/Education/Therapy, Fashion/ Textile Art, Fine Arts/Visual Arts, Performing Arts/Music, Broadcasting/Film/Video, Cultural Resources/Museums, Design.

Business:

Accounting, Consulting, HR, Insurance, Real Estate, Entrepreneurship/Small Business, Event Planning & Hospitality, Leadership Development, Sales, Retail, Social Entrepreneurship/Corporate Responsibility.

Communications:

Advertising, Marketing, Public Relations, Journalism, Literary, Publishing, Translation & Interpretation, Writing Careers, General.

Education:

Teacher Preparation, School & Districts Information, Guidance Counseling, School Psychology, School Social Work, Library/Information Services, Special Education.

Engineering & Computer Science:

Aerospace/Aeronautical Engineering, Biomedical/Bioengineering, Chemistry/Chemical Engineering, Civil Engineering, Electrical Engineering & Computer Science, Energy Engineering, Environmental Engineering, Industrial Engineering & Operations Research, Materials Science Engineering, Nuclear Engineering, Statistics/Mathematics.

Environment:

Forestry, Environmental Engineering, Environmental Consulting.

Government:

Politics, Federal, State and Local (City/County), Political Parties, Legislative Branch (Federal and State) Military/Armed Forces and Defense.

Health & Medicine:

Allied Health, Alternative Medicine, Audiology/Speech Pathology, Chiropractic, Dentistry, Genetic Counseling, Gerontology & Aging, Health Management Policy & Consulting, Human Medicine, Mental Health, Nursing, Nutrition & Dietetics, Occupational Therapy, Optometry, Pharmaceutical Sales, Pharmacy, Physical Therapy, Podiatric Medicine, Public Health, Recreation/Sports, Veterinary Medicine.

International:

Tourism & Hospitality, Government, Research, Business

Law & Public Policy:

Law, Law Enforcement and Criminal Justice, Lobbying/Labor Relations, Public Policy/Advocacy/Think Tanks

Social Impact/Community Service:

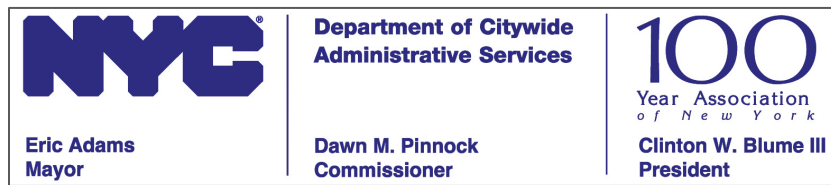
Consumer Rights, Civil & Human Rights, Lobbying, Research, Social Work, Public Health, Not-for-Profit Organizations.

Sciences-Biological & Physical:

Agriculture, Bioinformatics, Biostatistics, Biotechnology, Botany, Forensic Science, Genetics, Marine Science, Science Education, Zoology.

Other (please specify):

Undecided:



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Application for Graduating High School Students

Application Checklist:

Please check (☒) that you have gathered all the required items before submitting the application for consideration:

- 1) Completed and signed application (Page 1, Sections 1 and 2)
- 2) SAT or ACT Report
- 3) 2022 Federal Income Tax Return (Page 1 only) for both parents/guardians
- 4) FAFSA submission and SAR
- 5) Financial aid award letter from college/university
- 6) Current High School Transcript with GPA
- 7) Scholar Awards Essay
- 8) Career Interest and Awards/Service Inventories
- 9) An up-to-date resume

Please note that only completed and signed applications that include all required items will be considered.

Submission Details:

Completed applications will be accepted until **Wednesday, July 12, 2023**, and should be submitted via postal service (recommended) or email.

Postal Service

Department of Citywide Administrative Services | Human Capital
The David N. Dinkins Municipal Building
1 Centre Street, 24th Floor South
Room 2445
New York, NY 10007

Email

Send one email with all application materials
included in PDF format to:

executivedevelopment@dcas.nyc.gov

Subject Line: College Scholar Awards

Citywide Awards Program Inquiries Should Be Directed To:

DCAS Citywide Organizational & Executive Development Programs

212-386-0004

www.nyc.gov/executivedevelopment