



2025 Ken and Rosie Jarvis Scholarship Application Requirements

The Johnston Community School Foundation is proud to offer the Jarvis Scholarship. Two \$1,500 scholarships will be awarded to Johnston High School (JHS) graduating seniors who will further their education at a two-year community college, a professional academy, or a vocational, technical, apprenticeship, or certification program.

CRITERIA

1. The student must graduate from JHS.
2. The student must enroll in a community college or other professional or technical program following graduation from JHS, with the start of enrollment no later than January 2026 to qualify for the scholarship.
3. To apply, the student must submit brief responses to the following questions:
 - Question 1: Outline how you plan to finance your further education. How will this scholarship help you meet your educational, career, and/or life goals?
 - Question 2a: What have you been involved in throughout high school? This could include involvement during your school day or your extra-curricular school activities, community service, and/or work involvement throughout high school. How do you use your non-classroom time?
 - Question 2b: What interests or passions have you developed in high school? Why are they important to you now or in the future?
 - Question 3a: Describe yourself as a person. Include your key character traits. What is most important to you? If applicable, you could include any accomplishments you're proud of or describe any adversity you have overcome.
 - Question 3b: Describe the person you hope to become in the future.
4. Submit a letter of recommendation from a staff member at the Johnston Community School District or from a member of the Johnston area community. The letter should highlight the student's character. The recommendation letter should **NOT** be from a relative or family member.
5. JHS staff will be asked to complete a short character evaluation of scholarship applicants. (No action required from scholarship applicants.)
6. Finalists must participate in a short interview process, tentatively set for between 3:30 and 5:30 PM on Wednesday, May 7, 2025.

HERE'S HOW TO SUCCESSFULLY SUBMIT YOUR APPLICATION!

DEADLINE: Applications must be submitted electronically no later than **11:59 PM CDT Tuesday, April 8, 2025**. *Late or incomplete applications and/or reference letters will not be accepted.*

SUBMISSION REQUIREMENTS:

- Applications must be submitted via email using the Google.doc application template that was emailed to JHS seniors (also found on the Foundation website at wearejohnston.com under the Scholarship tab)
- Applicants should download the application, save a copy under their name, and complete the application.
- Email completed application to: jcsfscholarship@gmail.com

REMEMBER TO REQUEST A LETTER OF RECOMMENDATION: Ask a JCSD staff member or a member of the Johnston area community to write a recommendation letter for you. Select **someone who knows your character** well. *The person who writes your recommendation letter must send the letter directly to the JCSF via mail or email. However, you are responsible for checking back with this person to ensure that they deliver the letter to the Johnston Community School Foundation by the deadline.*

The person writing the letter of recommendation sends it directly to the Johnston Community School Foundation

Via EMAIL: jcsfscholarship@gmail.com

Via US MAIL: Johnston Community School Foundation, Jarvis Scholarship, P.O. Box 1185, Johnston, IA 50131

The reference letter must be emailed by **11:59 PM CDT April 8, 2025**, or postmarked on or before **April 8, 2025**.

The guidelines for recommendation letters were emailed to JHS seniors or can be found on the Foundation website at wearejohnston.com under the Scholarship tab.

SELECTION: The Jarvis Scholarship selection committee will evaluate all completed application submissions. The selection committee will seek character evaluations of applicants from JCSD staff. Finalists for the Jarvis Scholarship will be selected based on the application, recommendation letter, and character evaluation from JCSD staff. Finalists must participate in an interview, if selected. The scholarship recipients will be notified by the selection committee and be announced to the public in May 2025.

SCHOLARSHIP PAYMENTS: Scholarship payments will be made after proof of the scholarship recipient's enrollment in a community college or other professional or technical program has been received by the Foundation. Students must be enrolled in an eligible program by January 2026 to receive scholarship funds. Proof of enrollment should be mailed to: Johnston Community School Foundation - Jarvis Scholarship Program, P. O. Box 1185, Johnston, IA 50131, or emailed directly to aprilwilson@jcsfoundation.org.

Payment will not be made until proof of enrollment is received. Payment will be made directly to the institution of the scholarship recipient's educational program and applied directly to the student's account to be used for any education expenses deemed necessary by your school, which could include tuition, housing, books, laptops, tools or equipment, and more.

Hardship or Unanticipated Changes: If a recipient experiences hardship or unanticipated changes to their plans, it is possible to request adjustments to the payment conditions; all requests must be submitted in writing to the Foundation for review by the Foundation Board of Directors on a case-by-case basis.

Questions should be directed to aprilwilson@jcsfoundation.org.