

**St. Mark Presbyterian Church of Boerne  
Higher Education Scholarship  
Application Evaluation Process**

Applicant Name: \_\_\_\_\_

Award Year: \_\_\_\_\_

**General Requirements:**

- Applicants **MUST** have been a member of St. Mark Presbyterian Church for at least one (1) year AND actively participating in the life of the church.
- Application packets must be complete and typed. Hand-written application packets will NOT be accepted.
- If application packet is e-mailed, it is the sender's responsibility to confirm that it was received by the Church Office by April 1st.

**Application must include:**

- Application form
- Letter of request for consideration
- Two letters of reference, including one from a member and/or staff of St. Mark
- Official transcript, indicating most recent GPA
- Release of Information form

**To be considered for award, all requirements below must be met:**

- Met deadline for submission: Yes / No
  - Date of submission: \_\_\_\_\_
- Complete application: Yes / No
- Member for one year: Yes / No
- Actively participate for 1 (one) year: Yes / No

\_\_\_\_\_  
**Committee notes (not to be shared with applicant, but for committee's permanent record and review):**

Total Score:	Final Score:
Member #1: Member #2: Member #3: Member#4:	

**St. Mark Presbyterian Church of Boerne  
Higher Education Scholarship  
Application Evaluation Process**

**Determining the Total and Final Score for Each Applicant**

**Total Score:**

Each member of the committee will score the application. After each member has scored the application, an average of the scores of the entire committee will be determined and use to determine the final score for the applicant.

Total score refers to the sum of each of the following: application presentation, scholarship request letter, essay, academic performance, participation and involvement in St. Mark and personal references. The total points each review can be awarded is 60 points.

The final score refers to the average of the total scores from each committee member. This is the final score of the application.

**Total score example:** Ruby achieved the following scores for committee member X:

Application presentation:	10
Scholarship request letter:	8
Essay:	8
Academic performance:	6
Participation/involvement in St. Mark:	10
Personal references:	10

**Total score from Judge X: 52 points**

**Final score example:**

Judge #1:	52
Judge #2:	48
Judge #3:	50
Judge #4:	49

**Final score for Ruby:  $199/4 = 49$ .**

**St. Mark Presbyterian Church**  
**Higher Education Scholarship Notification Letter**

Date  
Sally Smith  
123 A Street  
No name, PA 12345

Dear Sally,

Congratulations on being selected by the Scholarship Committee to receive a St. Mark Presbyterian Church Higher Education Scholarship. The Scholarship Fund was established to recognize outstanding full-time students who are active members of St. Mark. The award value and other information about your scholarship is provided below.

To receive this scholarship, you are required to complete and/or provide the following items:

1. Provide proof of enrollment at the higher education institution at which you are enrolled (ex.: official class schedule, letter from the registrar, etc.)
2. A brief, hand-written note of thanks to the church office prior to **August 15**.
  - The church congregation and scholarship committee believe that investing in your education will make a difference in the world. We are interested in hearing from you about your academic plans, activities, and career goals, as well as what this scholarship means to you.

Please note, this is a **one-time award**. Any future awards must be applied for during the scholarship application period each year.

Congratulations and best wishes for a productive and successful academic year.

Sincerely,

Award Value: \$XXX  
Award Semester/Year:

**St. Mark Presbyterian Church of Boerne  
Higher Education Scholarship  
Application Scoring Rubric**

**Student ID:** \_\_\_\_\_ **Scorer ID:** \_\_\_\_\_ **Total Points:** \_\_\_\_\_

**General Notes:**

<b>Application Packet</b>				
<b>10 Points</b>	<b>5-9 Points</b>	<b>1-4 Points</b>	<b>0 Points</b>	<b>____ Points /Notes</b>
<ul style="list-style-type: none"> <li>• All documentation is carefully completed and well presented.</li> <li>• Instructions were followed in completing packet requirements.</li> <li>• All documentation is typed, proofed and free of errors.</li> </ul>	<ul style="list-style-type: none"> <li>• All documentation is completed.</li> <li>• Instructions were followed in completing packet requirements.</li> <li>• All documentation is typed, but there should have been greater attention to proofing and clarity.</li> </ul>	<ul style="list-style-type: none"> <li>• All documentation is completed.</li> <li>• Instructions were followed in completing packet requirements, but information is poorly organized.</li> <li>• All documentation is typed, but it doesn't appear to have been proofed.</li> </ul>	<ul style="list-style-type: none"> <li>• All documentation is incomplete.</li> <li>• Not all instructions were followed in completing packet requirements.</li> <li>• All documentation is typed but contains multiple errors in grammar and spelling.</li> </ul>	
<b>Scholarship Request Letter</b>				
<b>10 Points</b>	<b>5-9 Points</b>	<b>1-4 Points</b>	<b>0 Points</b>	<b>____ Points /Notes</b>

<ul style="list-style-type: none"> <li>• The letter is well-written, thoughtful, and focused.</li> <li>• The letter highlights <b>ALL</b> the following: <ul style="list-style-type: none"> <li>○ Family, high school or college accomplishments</li> <li>○ Extra-curricular (outside of school) activities</li> <li>○ Service to St. Mark and/or participation in St. Mark activities</li> <li>○ Areas of service (community, school, clubs)</li> <li>○ Hobbies</li> <li>○ Goals for the future</li> </ul> </li> <li>• The letter provides insight into the applicant's character, strengths, and goals.</li> </ul>			
<ul style="list-style-type: none"> <li>• The letter is well-written/thoughtful, but it could have been more focused/in-depth.</li> <li>• The letter <b>highlights 4-5 of the following</b>: <ul style="list-style-type: none"> <li>○ Family, high school or college accomplishments</li> <li>○ Extra-curricular (outside of school) activities</li> <li>○ Service to St. Mark and/or participation in St. Mark activities</li> <li>○ Areas of service (community, school, clubs)</li> <li>○ Hobbies</li> <li>○ Goals for the future</li> </ul> </li> <li>• The letter provides insight into the applicant's character, strengths, and goals.</li> </ul>			
<ul style="list-style-type: none"> <li>• The letter is not well-written or as in-depth as it could have been and is not well thought out.</li> <li>• The letter <b>highlights 1-3 of the following</b>: <ul style="list-style-type: none"> <li>○ Family, high school or college accomplishments</li> <li>○ Extra-curricular (outside of school) activities</li> <li>○ Service to St. Mark and/or participation in St. Mark activities</li> <li>○ Areas of service (community, church, school, clubs)</li> <li>○ Hobbies</li> <li>○ Goals for the future</li> </ul> </li> <li>• The letter provides some insight into the applicant's character, strengths, and goals.</li> </ul>			
<ul style="list-style-type: none"> <li>• The letter is poorly written and demonstrates a lack of effort and focus.</li> <li>• The letter <b>does not highlight any of the following</b>: <ul style="list-style-type: none"> <li>○ Family, high school or college accomplishments</li> <li>○ Extra-curricular (outside of school) activities</li> <li>○ Service to St. Mark and/or participation in St. Mark activities</li> <li>○ Areas of service (community, school, clubs)</li> <li>○ Hobbies</li> <li>○ Goals for the future</li> </ul> </li> <li>• The letter provides very limited, if any, insight into the applicant's character, strengths, and goals.</li> </ul>			

**Essay (100-word minimum)**

<p align="center"><b>10 Points</b></p> <ul style="list-style-type: none"> <li>The essay is well-written with detailed answers that were thoughtful and focused.</li> <li>The essay meets the minimum word count.</li> <li>Instructions were followed.</li> <li>The essay is typed, proofed and free of errors.</li> </ul>	<ul style="list-style-type: none"> <li>The essay is well-written with detailed answers, but it could have been more focused/in-depth.</li> <li>The essay meets the minimum word count.</li> <li>Instructions were followed.</li> <li>The essay is typed, but there should have been more attention to proofing and clarity.</li> </ul>	<ul style="list-style-type: none"> <li>The essay is not as well-written or in-depth as it could have been with answers that were not well thought out.</li> <li>The essay meets the minimum word count.</li> <li>Instructions were followed.</li> <li>The essay is typed but it doesn't appear to have been proofed.</li> </ul>	<ul style="list-style-type: none"> <li>The essay is poorly written, doesn't properly answer questions, demonstrates a lack of effort and focus or was not submitted.</li> <li>The essay does not meet the minimum word count.</li> <li>Instructions were not followed.</li> <li>The essay is typed but contains multiple errors in grammar and spelling.</li> </ul>	<p align="center">____Points /Notes</p>
<p align="center"><b>Academic Performance</b></p>	<p align="center"><b>5-9 Points</b></p>	<p align="center"><b>1-4 Points</b></p>	<p align="center"><b>0 Points</b></p>	<p align="center">____Points /Notes</p>
<p align="center"><b>5 Points</b></p> <ul style="list-style-type: none"> <li>3.5 - 4.0 GPA <b>AND/OR</b></li> <li>"B+" to "A+" Grades</li> </ul>	<p align="center"><b>4 Points</b></p> <ul style="list-style-type: none"> <li>2.7 - 3.4 GPA <b>AND/OR</b></li> <li>"B-" to "B" Grades</li> </ul>	<p align="center"><b>3 Points</b></p> <ul style="list-style-type: none"> <li>2.0-2.6 GPA <b>AND/OR</b></li> <li>"C+" to "C" Grades</li> </ul>	<p align="center"><b>0-2 Points</b></p> <ul style="list-style-type: none"> <li>1.9 and below GPA <b>AND/OR</b></li> <li>Grades below a "C"</li> </ul>	<p align="center">____Points /Notes</p>
<p align="center"><b>Participation and Involvement in St. Mark</b></p>				
<p align="center"><b>15 Points</b></p> <p>Applicant has been a member of St. Mark for at least one (1) year and</p>	<p align="center"><b>0 Points</b></p> <p>Applicant has not been a member of St. Mark for at least one (1) year and/or</p>			<p align="center">____Points</p>

actively participates in the life of the church.	does not actively participate in the life of the church.			
<b>Personal References</b>				
<b>10 Points</b>	<b>0 Points</b>			_____ <b>Points</b>
Applicant submitted the required references.	Applicant did not submit the required references.			

# St. Mark Presbyterian Church

## Higher Education Scholarship Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Social Security No.: \_\_\_\_\_

### Education

Name of School: \_\_\_\_\_

Grade Level: \_\_\_\_\_ GPA: \_\_\_\_\_

College /University you will be/are attending: \_\_\_\_\_

College/University Address: \_\_\_\_\_

College/University City/State/Zip: \_\_\_\_\_

### References

List two references. Be sure to include the letters of recommendation from your references with your packet.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_



# Application Requirements

---

## High School Students:

On a separate document, complete the following and submit with your packet:

1. Write a letter requesting the scholarship. Be sure to include family, high school or college accomplishments, outside activities, participation and service at St. Mark, areas of community service, hobbies, and goals for the future.
2. Write a one hundred-word (minimum) essay on ONE of the following:
  - a. Most memorable church school teacher (i.e. Sunday school) or leader
  - b. What influence has St. Mark Presbyterian Church had on your journey of faith

## Returning College Students:

On a separate document, complete the following and submit with your packet:

1. Write a letter requesting the scholarship. Be sure to include family, high school or college accomplishments, outside activities, participation and service at St. Mark, areas of community service, hobbies, and goals for the future.
2. Write a one hundred-word (minimum) essay on describing how your current faith journey this past year has been enhanced (involvement in campus ministry, local church involvement, personal spiritual practices, mission trips, etc.).

Mail your completed application packet to:

St. Mark Presbyterian Church  
Attn: Scholarship Review Committee  
208 W. Bandera  
Boerne, Texas 78006

Or email to:

NEED EMAIL ADDRESS