



**Texas Builders Foundation**  
**Spring 2012 Scholarship Application**

**Application RECEIPT Deadline: Friday, December 2, 2011**

The Texas Builders Foundation serves as a resource to students, the residential building industry, and the citizens of the State of Texas. Its mission is to support the future construction workforce while providing information and education to the building community and consumers, and to support the charitable activities of the residential construction industry.

The Texas Builders Foundation was established on February 5, 2010. This corporation was organized exclusively as a private charitable foundation and is committed to ensuring that the building community in Texas continues to be the best educated and most knowledgeable in the country. The foundation's emphasis is on the development and implementation of educational services and programs for builders, remodelers, subcontractors and tradesmen.

The foundation awards student scholarships to individuals enrolled in Texas' technical and trade schools, as well as to those in community colleges and universities that offer construction degrees.

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Texas Builders Foundation  
313 East 12<sup>th</sup> Street, Suite 210  
Austin, TX 78701  
(512) 476-6346  
TexasBuildersFoundation.org  
info@TexasBuildersFoundation.org

## Spring 2012 Scholarship Application

**Application RECEIPT Deadline: December 2, 2011**

### Application Instructions

IMPORTANT NOTE: Read and follow all of these instructions carefully. Applications that do not comply with these instructions may be disqualified.

#### Where to Find the Application

A PDF of the application is available at [www.TexasBuildersFoundation.org](http://www.TexasBuildersFoundation.org). Please print and complete the application. The completed application may not be handwritten; it must be typed.

#### Eligibility Requirements

1. The applicant must be enrolled for the Spring 2012 semester as: a full-time student in a Texas technical/trade school or community college/university that offers a construction degree; and, have at least one full academic year of course work remaining following the award of the scholarship. NOTE: Students who will be fifth year seniors during the award year are NOT eligible.
2. The applicant must be pursuing a degree in construction management or a construction related trade.
3. The applicant must demonstrate an interest in obtaining employment in the construction industry or a construction related field upon graduation.
4. Preference will be given to:
  - a. Applicants who are legal residents of Texas.
  - b. Students whose parents are members of the Texas Association of Builders.
  - c. Students who pledge that they are drug free.
5. All portions of the application must be completed and submitted as one package. It is the responsibility of the applicant to ensure that all portions of the application are received by the deadline. Applications received after the deadline may not be considered. (See Application Preparation or Application Checklist for more information.)

#### Selection Criteria

Applicants are evaluated using the following criteria:

- Financial need
- Career goals
- Academic achievement
- Employment history
- Extracurricular activities
- Recommendations

#### Award Information

1. Individual scholarships up to \$2,500 each will be awarded for the Spring 2012 semester.
2. Applications will be reviewed by the Board of Directors and staff of the Texas Builders Foundation.
3. The Board of Directors of the Texas Builders Foundation may request interviews with the applicants who are finalists for the scholarship awards.
4. Scholarships are distributed through the Texas Builders Foundation, and checks are made payable to and mailed directly to the school in which the student is enrolled for the Spring 2012 semester.
5. Students may apply for additional scholarships for subsequent semesters until graduation. The award of an initial scholarship does not guarantee the award of an additional scholarship to the student.
6. Second semester awards are contingent upon the student maintaining full time status and good academic standing.

**Award Notification**

All applicants will be notified by mail of their award status by December 31, 2011 for Spring 2012 scholarships.

**Application Package Preparation****Application**

1. Application is seven (7) pages with signature of applicant required on page 7.
2. Application must be typed. Handwritten applications will be disqualified. Responses must be in black ink with a minimum font size of 11 point.
3. Answer all questions. Confine your responses to the space provided. Do not submit additional materials unless instructed. Extra pages or materials such as resumes, certificates or newspaper clippings will not be read or considered in the award process.
4. Financial Information section: This section is an important part of your application. Be sure to answer all questions. Incomplete information may lower your score in this section. If you are not sure how to answer a question, call the Texas Builders Foundation at (512) 476-6346 for assistance.

**Transcript and Course Requirements**

1. An official transcript from each school (high school forward) you have attended is required.
2. Transcripts must include a cumulative GPA. If your transcript does not show a cumulative GPA, a school official must provide you with confirmation of this information on school letterhead with his/her signature.
3. If course work and grades from a previously attended school are included on your current school's transcript, you do not need to submit a separate transcript from the previous school.
4. If you have completed more than four (4) semesters of college/university work, you are not required to submit an official high school transcript.
5. A copy of the course requirements of the construction management or construction related program you are pursuing is required.
6. If enrolled for the Spring 2012 semester, include course schedule provided to you by the school.

**Recommendations**

1. Three (3) recommendation forms are included in this application package and must be returned with your application:
  - a. The Academic Recommendation must be completed by an instructor or advisor who is familiar with your academic work.
  - b. The Professional Recommendation should be completed by a current or former employer or supervisor.
  - c. The Personal Recommendation should be completed by someone who knows you well and can vouch for your personal character. The recommender cannot be an immediate family member.
2. Allow at least two (2) weeks for individuals to complete your recommendations.
3. Each recommendation should be sealed in an envelope with the recommender's signature written across the seal and returned directly to the applicant for inclusion in the application. NOTE: Applications with fewer than three (3) recommendations will not be considered.

All selection decisions are final and are not subject to appeal. Applications and supporting documents become the sole property of the Texas Builders Foundation and will not be returned.

**Receipt Deadline**

All materials must be received in one package by December 2, 2011. Applications must include original signatures and will not be accepted via e-mail or facsimile (FAX). Recommendations and transcripts must be included with the original application. Incomplete applications or applications received after the deadline may not be considered.

Mail the complete application package to:

Texas Builders Foundation  
ATTN: Scholarship Application  
313 East 12<sup>th</sup> Street, Suite 210  
Austin, TX 78701

NOTE: All correspondence should reference "Texas Builders Foundation Scholarship Application."



Personal Information

Name Last First Middle

Permanent Home Address

Address While at School (if different from Home)

Address City State ZIP Code Phone

Address City State ZIP Code Phone

Preferred mailing address for notification: Home Address School Address

Cell Phone E-mail Address

Date of Birth (m/d/yr)

Are you a Texas resident? Yes No Social Security Number

Have you previously applied for a Texas Builders Foundation Scholarship? Yes No

If "Yes," Award year applied for

Academic Information

School you will attend in Spring 2012

City, ST of campus location

Technical School Trade School Community College University

Are you currently enrolled in this school? Yes No

What is your status as of Spring 2012? Freshman Sophomore Junior Senior Grad Student

Current declared major/degree plan

Major/degree plan GPA

Expected graduation date (month/year) Cumulative GPA

Educational History: Provide the names, city and state of high schools, technical/trade schools or colleges/universities that you have attended or are currently attending. List most recent first. You may use an additional sheet if necessary.

Table with 4 columns: School, Attendance Dates (from/to), Major/Degree Plan, Type of Degree Recd./Date

**Awards, Honors and Activities**

List any academic awards or honors you have received:

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List any student, community, athletic, volunteer or other activities in which you have participated, along with the names of any offices you have held. *You may use an additional sheet if necessary.*

Activity/Organization	Role/Position Held	Dates (from/to)	Hours per Week
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**Employment History**

List all employment and construction related experience (summer jobs, internships, etc.). *You may use an additional sheet if necessary.*

Dates (from/to)	Company	Responsibilities	Supervisor	Contact Phone Number
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## Essay

Describe your previous experience (vocational and academic), aspirations and potential as a professional in the construction industry. Confine your response to the space provided on this and the following page. Responses must be in black ink with a minimum font size of 11 point.



**Financial Information**

**Fill out this section completely. Incomplete applications may be disqualified. This information will remain confidential to representatives or agents of the Texas Builders Foundation who are necessary to the awarding of scholarships.**

- Yes  No Will you be enrolled in a master's degree program in Spring 2012?
- Yes  No Are you married? (Answer "Yes" if you are separated but not divorced.)
- Yes  No Do you have children who receive more than half their support from you?
- Yes  No Do you have dependents other than your children or spouse who live with you and receive more than half of their support from you?
- Yes  No Are you an orphan or are/were you a ward/dependent of the court?
- Yes  No Are you a Veteran of the U.S. Armed Forces?

- If you answered "Yes" to ANY of these questions, for the purposes of this application your status is **independent**.
- If you answered "No" to ALL of the questions, for the purposes of this application your status is **dependent**.

If you are **independent status**, complete this section based on the year 2011:

Your occupation \_\_\_\_\_ Annual income \$ \_\_\_\_\_  
Spouse's occupation \_\_\_\_\_ Annual income \$ \_\_\_\_\_  
Number of people in your household supported by income reported above \_\_\_\_\_  
Number of household members attending college next year who are supported by income reported above \_\_\_\_\_

If you are **dependent status**, complete this section based on the year 2011:

Name(s) of  parent(s) or  guardian \_\_\_\_\_  
Father's occupation \_\_\_\_\_ Annual income \$ \_\_\_\_\_  
Mother's occupation \_\_\_\_\_ Annual income \$ \_\_\_\_\_  
Number of people in your household supported by income reported above \_\_\_\_\_  
Number of siblings attending college next year who are supported by income reported above \_\_\_\_\_  
Either: A) Applicant's estimated 2012 income; or B) How much did applicant earn in 2011 \$ \_\_\_\_\_

**Applicant** must provide the following information regarding your school expenses:

School you will attend Spring 2012 \_\_\_\_\_ City, ST \_\_\_\_\_

Will you be a full time student?  Yes  No

\$ \_\_\_\_\_

Cost of tuition for school semester

\$ \_\_\_\_\_

Cost of books and fees for school semester

\$ \_\_\_\_\_

Estimated living expenses for school semester (if living outside of parents' home)

\$ \_\_\_\_\_

Amount of other grants or scholarships for school semester

\$ \_\_\_\_\_

Amount provided by other sources (gifts, family support) for semester

\$ \_\_\_\_\_

Amount of funding from federal student loans for school semester

\$ \_\_\_\_\_

Total current loan debt incurred to finance your education

Provide any additional information you consider relevant to your financial need for scholarship:

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## Applicant Certification and Release of Information

### Applicant must read and sign to be eligible for consideration.

- I certify that all information on this application is true and complete to the best of my knowledge.
- I certify that I meet all eligibility requirements as specified in this application and the accompanying instructions.
- I pledge that I am drug free:
  - Yes
  - No
- I acknowledge the policy of confidentiality regarding my letters of recommendation, and
  - I waive my rights of access to my letters of recommendation.
  - I do not waive my rights of access to my letters of recommendation.
- I hereby authorize the Texas Builders Foundation to verify the correctness of statements to appraise this application.
- I hereby authorize the Texas Builders Foundation to utilize information about and from my application for public relations purposes, publicity or other fundraising or scholarship opportunities.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant's printed name \_\_\_\_\_

## Application Checklist

Do not staple, bind or paper clip your application materials.

**Application package must be received by December 2, 2011 at:**

**Texas Builders Foundation  
ATTN: Scholarship Application  
313 East 12<sup>th</sup> Street, Suite 210  
Austin, TX 78701**

**Enclose all of the following items in your application package. Incomplete or late applications may not be considered.**

- Application. Seven (7) pages, fully completed, typed and signed. No extra pages or attachments unless otherwise specified.
- Essay. Typed in black ink, minimum 11 point font size.
- Transcript(s). See Application Instructions for details.
- Course Requirements. See Application Instructions for details.
- Three (3) Letters of Recommendation. In sealed envelopes with the recommender's signature written across the seal.

If you have questions, please contact the Texas Builders Foundation at:

info@TexasBuildersFoundation.org or (512) 476-6346



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**Academic Recommendation Form**

Applicant \_\_\_\_\_  
Name Home City, ST

**Instructions to APPLICANT**

Complete this section before giving this form to an instructor or advisor who is familiar with your academic work. Allow your recommender at least two (2) weeks to complete this form. Your recommender should return the form to you in a sealed envelope with his/her signature across the seal for you to include in your application package.

Courses taught by the person recommending you, if any, or  N/A

Course Title	Name of School	Dates (to/from)	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other association you have had with the person recommending you: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Instructions to RECOMMENDER**

Please complete this form and return it to the applicant in a sealed envelope with your signature across the seal. The applicant must submit your recommendation as part of his/her completed application package. If you do not know the applicant well or are unable to make a judgment in a particular category, please make a note of this. Such frankness will not prejudice the candidate's application for scholarship.

How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_

What contributions has the applicant made on campus? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What contributions has the applicant made in the community? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please rate the applicant compared to a representative group of students you have known during your career.

	Superior (Top 1%)	Outstanding (Top 5%)	Excellent (Top 20%)	Average (Top 1/3)	Poor (Lower 1/2)	Unable to make a judgment
Intellectual ability						
Ability to work with others						
Leadership ability						
Problem solving skills						
Initiative						
Dependability						
Maturity						
Overall potential						

Many talented individuals achieve marginal academic scores. In your opinion, does the applicant's academic record accurately reflect his/her academic ability?     Yes                       No                       Do not know

**If your answer is no**, please explain briefly, giving consideration to the applicant's work schedule, community involvement, etc.

Additional comments:

Recommender's signature \_\_\_\_\_ Date \_\_\_\_\_

Recommender's printed name \_\_\_\_\_ Title \_\_\_\_\_

Name of school \_\_\_\_\_ City, ST \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_ (       ) \_\_\_\_\_



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**Professional Recommendation Form**

Applicant \_\_\_\_\_  
Name Home City, ST

**Instructions to APPLICANT**

Complete this section before giving this form to a current or former employer or supervisor. Allow your recommender at least two (2) weeks to complete this form. Your recommender should return the form to you in a sealed envelope with his/her signature across the seal for you to include in your application package.

List the employment positions that you have held.

Date (from/to)	Responsibilities	Supervisor
_____	_____	_____
_____	_____	_____
_____	_____	_____

Other association you have had with the person recommending you: \_\_\_\_\_  
\_\_\_\_\_

**Instructions to RECOMMENDER**

Please complete this form and return it to the applicant in a sealed envelope with your signature across the seal. The applicant must submit your recommendation as part of his/her completed application package. If you do not know the applicant well or are unable to make a judgment in a particular category, please make a note of this. Such frankness will not prejudice the candidate's application for scholarship.

How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_

What contributions has the applicant made to the workplace? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What contributions has the applicant made in the community? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please rate the applicant compared to a representative group of workers you have known during your career.

	Superior (Top 1%)	Outstanding (Top 5%)	Excellent (Top 20%)	Average (Top 1/3)	Poor (Lower 1/2)	Unable to make a judgment
Intellectual ability						
Ability to work with others						
Leadership ability						
Problem solving skills						
Initiative						
Dependability						
Maturity						
Overall potential						

Additional comments:

Recommender's signature \_\_\_\_\_ Date \_\_\_\_\_

Recommender's printed name \_\_\_\_\_ Title \_\_\_\_\_

Place of employment \_\_\_\_\_ City, ST \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_ ( ) \_\_\_\_\_



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**Personal Recommendation Form**

Applicant \_\_\_\_\_  
Name Home City, ST

**Instructions to APPLICANT**

Complete this section before giving this form to someone who knows you well and can vouch for your personal character. The recommender cannot be an immediate family member (parent, sibling, grandparent). Allow your recommender at least two (2) weeks to complete this form. Your recommender should return the form to you in a sealed envelope with his/her signature across the seal for you to include in your application package.

Name of person providing the recommendation \_\_\_\_\_

Your association with the person recommending you \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Instructions to RECOMMENDER**

Please complete this form and return it to the applicant in a sealed envelope with your signature across the seal. The applicant must submit your recommendation as part of his/her completed application package. If you do not know the applicant well or are unable to make a judgment in a particular category, please make a note of this. Such frankness will not prejudice the candidate's application for scholarship.

How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_

Are you related to the applicant?  Yes  No

If "Yes," what is the relationship? \_\_\_\_\_

What contributions has the applicant made in the community, including school activities? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please rate the applicant compared to other individuals you have known within applicant's age group.

	Superior (Top 1%)	Outstanding (Top 5%)	Excellent (Top 20%)	Average (Top 1/3)	Poor (Lower 1/2)	Unable to make a judgment
Intellectual ability						
Ability to work with others						
Leadership ability						
Problem solving skills						
Initiative						
Dependability						
Maturity						
Overall potential						

Many talented individuals achieve marginal academic scores. In your opinion, is the applicant's academic record an accurate index of his/her academic ability?     Yes    No    Do not know

If your answer is "No," please explain briefly, giving consideration to the applicant's work schedule and other conflicts.

Additional comments:

Recommender's signature \_\_\_\_\_ Date \_\_\_\_\_

Recommender's printed name \_\_\_\_\_

Occupation \_\_\_\_\_ City, ST \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_ (      ) \_\_\_\_\_