

Application Packet

For EACH scholarship you are applying for, you must submit a completed scholarship packet which includes the following:

1. **Completed USM School of Business Scholarship Application Form 2008/2009** as the first two pages of your application packet. If you are applying for more than one scholarship, additional application forms may be obtained from the School of Business website or by visiting the School of Business at 113 Luther Bonney Hall.
2. **Two written references**, using the **USM School of Business Scholarship Reference Form (two-page form)**. You are encouraged to get at least one reference from a School of Business faculty member. (If applying for the William G. McGowan scholarship, you must have at least one School of Business faculty member as a reference. Ask for supplemental handout for complete details). References should be directed to return the completed form to Michael Harrison, as instructed on the reference form. To confirm that references have been received, you may call the School of Business office at (207) 780-4020.
3. **Essay, if required.** Your name and the name of the scholarship you are applying for must appear on each page of your essay. Essays should be typed, double-spaced and no longer than 2 pages per essay.
4. **Resume.** If you do not have a resume, a typed detailed statement covering the below criteria may be submitted in its place. Be sure to include dates, titles, locations, descriptions and any other pertinent information.
 - a. Academic honors and awards received
 - b. Academic activities
 - c. Work/Internship experience
 - d. Volunteer/Service experience
 - e. Extracurricular activities
5. **Unofficial transcript** (available through DSIS)
6. **USM School of Business Release of Information Form**

Please do not ask University staff to make copies for you; public machines are available in several locations on all three campuses.

Application form and accompanying materials must be submitted to the below address no later than Friday, February 15, 2008 by 4:30 p.m.

Michael Harrison
University of Southern Maine
School of Business
113 Luther Bonney Hall
P.O. Box 9300
Portland, ME 04104-9300
Phone: (207) 780-4020 Fax: (207) 780-4662
mharrison@usm.maine.edu

**SUBMISSION DEADLINE:
FRIDAY, FEBRUARY 15, 2008 by 4:30 p.m.**

USM School of Business

Scholarship Application Form 2008-2009

Name: _____ Student ID: _____

Mailing Address: _____

Phone: _____ Alternate Phone: _____

Email: _____ Current Cumulative GPA: _____

Major: _____ Expected Graduation Date: _____

PLEASE CHECK ONE BOX. Use an additional form(s) if you are applying for more than one scholarship.

SCHOLARSHIPS

- Burchard A. Dunn Memorial.....***Open to School of Business Undergraduates with at least 24 credits by the end of spring 2008*
Requires an essay that reviews what contributions you've made to the community through student activities, volunteerism and/or public service. Preference given to those with financial need as determined by the USM Financial Aid Office. Minimum cumulative GPA required 3.0.
- Charles N. Greene.....***Open to Undergraduate Business Administration majors with at least 54 credits by the end of spring 2008 and at least 30 credits completed at USM*
Requires an essay that reviews how your personal qualities and experiences demonstrate your interest in a career in management. Minimum cumulative GPA required 3.0. Must have received at least an A- in BUS 340.
- Dean John W. Bay.....***Open to any School of Business major*
Requires an essay that exhibits leadership potential through high quality participation, on a volunteer basis, in University, School and/or community organizations. Minimum cumulative GPA required 3.0.
- Duane Wood.....***Open to Undergraduate Business Administration majors with at least 30 credits by the end of spring 2008*
Requires an essay that states your interest and involvement in recreational and/or fitness activities. Minimum cumulative GPA required 3.2.
- Electa McLain Brown.....***Open to any Undergraduate School of Business major*
No essay required. Must be a graduate from a Maine high school. Preference given to those with financial need as determined by the USM Financial Aid Office. Minimum cumulative GPA required 3.0.
- Elizabeth Woodwell***Open to any School of Business major*
No essay required. Must be a Maine resident and exhibit financial need as determined by the USM Financial Aid Office.
- George D. Woodward.....***Open to Undergraduate Accounting majors*
No essay required. Preference given to Cumberland County residents and those with financial need as determined by the USM Financial Aid Office. Minimum cumulative GPA required 3.0.
- Mary Purkis & Horton P. Gilman.....***Open to Undergraduate Business Administration majors with 84-115 credits by the end of spring 2008*
Requires an essay that states how you typify the free enterprise spirit and involvement in extracurricular, work or community activities. Minimum cumulative GPA required 3.2.
- Portland Pipe Line Corporation.....***Open to any School of Business major*
Requires an essay that states how you have demonstrated strong leadership skills and participation in extracurricular activities. Minimum cumulative GPA required 3.0.
- Robert W. Berry Memorial.....***Open to any School of Business major*
Requires an essay that demonstrates your interest and involvement in technology and business. Minimum cumulative GPA required 2.5.
- Wayne H. Bonoff***Open to any School of Business major*
No essay required. Must be a non-traditional student: An older student, usually over the age of 24, who did not enter college immediately after high school or has taken some time off between starting and completing his/her degree. Preference given to those with financial need as determined by the USM Financial Aid Office. Minimum cumulative GPA required 3.0.

- William G. McGowan.....***Open to full-time School of Business Undergraduates with at least 54 credits by the end of spring 2008 and Graduates that have completed at least one semester and be full-time during term of award*
Requires two essays. One 1000 word essay on the contributions of William G. McGowan to today's business world in general, and to the telecommunications field in particular. A second essay (no word count minimum) that clearly demonstrates the student's potential and aspirations to transfer their academic knowledge into today's business world. Minimum cumulative GPA required 3.0. (For complete requirements, ask for supplemental handout).

- Wright Express.....***Open to any School of Business major*
No essay required. *Undergraduates* – Minimum cumulative GPA required 3.0. *Graduates* – Minimum cumulative GPA required 3.5.

* School of Business Scholarships may not be awarded or funded on an annual basis.

USM School of Business Scholarship Reference Form

Student Name: _____

Student ID: _____

Scholarship(s) applied for: _____

**IF THE STUDENT WISHES TO WAIVE THE RIGHT TO SEE THIS COMPLETED
FORM, PLEASE COMPLETE THIS SECTION**

Under provisions of the "Family Educational Rights and Privacy Act of 1974" as amended, you may waive the right to access your reference letters. When signing such a waiver you create a confidential reference form/letter. If you wish to waive this right, you must sign below.

I waive my right, as described above, to review the contents of this reference.

Student Name: _____

Signature: _____

Date: _____

REFERENCE MUST COMPLETE THE REMAINDER OF THIS FORM

1. Please place an "X" along the continuum below that indicates your level of support for this individual.

*Enthusiastically
Recommend*

Recommend

*Recommend with
some reservation*

*Do not
recommend*

2. How long and in what capacity have you known the candidate?

3. Please rate the candidate on the following chart. Identify the reference group you are using in these comparisons (e.g. 50 of my best students in upper level courses; 1000 seniors I have taught).

Characteristic	Outstanding	Good	Somewhat above average	Average	Below average	Unable to judge
Intelligence						
Maturity						
Oral communication skills						
Written communication skills						
Ability to work well with others						

Characteristic	Outstanding	Good	Somewhat above average	Average	Below average	Unable to judge
Motivation and purposefulness						
Leadership potential						
Imagination and creativity						
Self-starter						
Listening skills						
Planning skills						
Self-confidence						
Analytical skills						

4. Additional comments about the candidate. Please feel free to attach a separate sheet if you prefer.

Reference Name: _____ Signature: _____

Title/Organization: _____ Date: _____

Recommended Student _____

This confidential reference form should be submitted to:

Michael Harrison
University of Southern Maine
113 Luther Bonney Hall
P.O. Box 9300, Portland, ME 04104-9300
Phone: (207) 780-4020 Fax: (207) 780-4662
mharrison@usm.maine.edu

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UNIVERSITY OF
SOUTHERN MAINE

**USM SCHOOL OF BUSINESS
RELEASE OF INFORMATION FORM**

Please complete this form and RETURN it no later than February 15, 2008.

I authorize the University of Southern Maine to release my name, scholarship information and biographical information, including, course of study and year in school, to scholarship donors and to the public through newsletters and other publications for the purposes of donor relations, public relations and fund raising. I waive any legal privilege which I may have in connection with the release of the information and documents.

Name (Print)

Signature

Date