



## **KEVIN M. EIDT MEMORIAL SCHOLARSHIP FUND 2024 NORWALK HIGH SCHOOL SCHOLARSHIP FINAL APPLICATION INFORMATION**

### **SCHOLARSHIP AWARD**

The Kevin M. Eidt Memorial Scholarship Fund, a 501(c)(3) public charity, was established to honor the life and legacy of Kevin Eidt. Kevin passed away from cardiac arrest while playing an intramural basketball game at Boston College in January 1997. At Norwalk High School Kevin was co-valedictorian of the class of 1996, co-captain of the boy's tennis team, a member of the marching and jazz bands, and a volunteer for the American Heart Association, Norwalk Soup Kitchen, and Save the Children Foundation, and member of the St. Jerome Youth Group. The mission of Kevin's Fund is to recognize, through the gift of education, outstanding achievements across the spectrum of academics, athletics, arts, and community and religious service.

The 2024 scholarship award will be \$120,000, payable in eight consecutive fall and spring semester payments of \$15,000.

The financial award associated with this scholarship is not guaranteed. Although the Fund currently has more than sufficient assets to fulfill its \$120,000 commitment, significant adverse conditions affecting financial markets or an unexpected change in the Fund's tax status, may impede the Fund's ability to make some or all the indicated semester payments. In the unlikely event the Fund is financially unable to make any portion of a scheduled payment, the recipient will be entitled to receive some or all the missed payments consistent with the Fund's financial recovery.

This scholarship award is limited to payment for tuition room, board, and academic fees billed by and payable to the college or university at which you are a full time student and on track to graduate within four years from your high school graduation.

The scholarship award amount is subject to reduction equal to the sum of all financial aid, grants, or scholarship awards promised or received. No part of our scholarship award can be used as a replacement for any financial aid, grant, or scholarship reduced or withdrawn as a result of our scholarship award.

## **DEADLINES AND NOTIFICATION DATES**

The final application must be received by the end of the school day on Wednesday, February 14, 2024. Applicants selected for an interview will be notified by phone on Wednesday, March 13, 2024. Interviews will be held on Wednesday, March 20, 2024. The Scholarship recipient will be notified on Wednesday, April 3, 2024 and formally announced at the Fund's annual scholarship presentation and benefit dinner dance on Saturday, April 6, 2024.

## **APPLICANT COMMITMENTS**

In submitting an application for consideration, the applicant must meet, understand, and agree to the following conditions to be eligible to receive the scholarship and its benefits.

1. Communications with the Fund, during all phases of the application process, is the responsibility of the applicant and may not be delegated.
2. The application must be received by the stated deadline.
3. An applicant must be able to be contacted by telephone between 4:30pm and 5:30pm on March 13<sup>th</sup>. Failure to answer this call may result in disqualification. If the call is not answered the Fund will not leave a message and is not obliged to call a second time.
4. An applicant, if selected for an interview, must be available at the Scholarship Selection Committee's convenience, after school on Wednesday, March 20<sup>th</sup> or, if necessary, after school on Thursday, March 21<sup>st</sup>.
5. The recipient of the scholarship must be available, if requested, for publicity purposes and scholarship related activities after school and during the evening on Thursday, April 4<sup>th</sup> and Friday, April 5<sup>th</sup> as well as all day Saturday, April 6<sup>th</sup>.
6. The recipient must be present for the scholarship presentation and speak at the benefit dinner dance Saturday night April 6<sup>th</sup>.
7. Recipient's comments, prepared for the scholarship presentation, must be reviewed prior to April 6<sup>th</sup> by a Scholarship Selection Committee member at the committee member's convenience.
8. Additional conditions and commitments specifically for interviewees and the recipient will be provided during the appropriate phase of the scholarship selection process.
9. In the event the recipient chooses to matriculate at a service academy or a college or university outside of the U.S., the recipient will receive the honors associated with the scholarship, but no financial award will be available.

## **APPLICATION PROCEDURES**

1. The Fund's website, <http://www.kevinsfund.org/applications.htm>, contains all final application information and form. The application documents will only be available on the website through Friday, January 12, 2024.
2. You must submit a completed personal history with the final application even if it has not changed from the information submitted with your preliminary application.
3. The application and personal history must be submitted on the formatted word documents available on our website. A submission which has been modified in any way, including but not limited to the items noted below, will not be evaluated.
  - Do not add, delete, or modify any part of the application or the personal history.
  - Do not change the font or the font size.
  - The formatted word documents may not be scanned and then used for submission.
4. Arrange for the specified letters of recommendation. Provide each recommendation writer with a copy of the recommendation writer information sheet, and for the community and religious categories, the recommendation writer evaluation sheet. Applicant is responsible to ensure the recommendation letter and evaluation sheet are properly sealed and authenticated by the writer as specified on the recommendation writer information sheet.
  - Recommendations are critical in the selection of the scholarship recipient; therefore, each applicant should exercise care in selecting the appropriate individual to write a recommendation.
  - It is critical to emphasize to the writer the need for a recommendation specifically for this scholarship limited to the writer's relationship with you.
  - For the Community and Religious recommendations, make sure you provide the recommendation writer with the recommendation writer evaluation sheet. You must impress upon the recommendation writer the importance of completing the evaluation sheet in support of your application.
  - A recommendation associated with any form of financial compensation, service related to a for-profit organization, or written by a relative, close family acquaintance, or classmate will not be evaluated.
  - Applicant should provide each recommendation writer a #10 business envelope, (4 1/8" x 9 1/2"), with your name and recommendation category printed on the front of the envelope. Envelopes received without this information cannot be evaluated.
5. Obtain and submit an official copy of your transcript through the end of junior year and an official copy of your senior year grades for the first and second marking periods. Applicant is responsible to confirm with the school they have provided the Fund with

official copies of both the transcript and latest grades for senior year. Applications with unofficial grade documents or grade documents which are not current will not be evaluated.

6. On a separate piece of paper provide full details of the nature of any senior project you are doing for credit.
7. All application information must be printed on single sided, letter size paper. Make sure you communicate this requirement to each recommendation writers.
8. Do not staple any submitted documentation. Make sure you communicate this requirement to each recommendation writer.
9. Do not fold either the application or the personal history. Recommendations, evaluations summaries, transcript, and grade reports may be folded.
10. An application not manually signed and dated will be disqualified.
11. Ensure your Guidance Counselor completes their attestation in Section 5.

All application materials must be placed in a sealed envelope, no smaller than 9" by 12", with your name on it and hand delivered to Dr. Daniel Sullivan at Norwalk High School. The application envelope must be received no later than the end of the school day, as determined solely by Dr. Sullivan, on Wednesday, February 14<sup>th</sup>. Applications not hand delivered to Dr. Sullivan, or his designated representative, will not be evaluated. The application deadline will not be extended even in the event there is an unexpected school closing on February 14<sup>th</sup>.

Failure to follow any of the foregoing procedures, at the sole discretion of the Scholarship Fund, may result in disqualification.

If you have any questions regarding the application please contact the Scholarship Fund by email, no later than February 6<sup>th</sup>. We are unable to provide assurance of a timely response to any inquiry initiated after February 6<sup>th</sup>.

## **JUDGING**

1. An incomplete application or an application received after the deadline will not be evaluated.
2. Any modification made to the format of either the application or the personal history word document may result in disqualification.
3. In reviewing your personal history, we evaluate your intuitive ability to categorize and describe the breadth and depth of your activities, achievements, and leadership. Although each of the following are critical to submitting a complete application those items indicated in bold, if not followed, will have a significant adverse impact on your candidacy.
  - Assume we do not know the acronyms you chose to use on the form.

- Being a member of the Kevin. M. Eidt Chapter of the National Honor Society and any leadership roles held or performed should be classified as Academics. The service activities performed as part of the Chapter should be classified as Community.
  - School related activities, such as Bears Beating Cancer or Best Buddies should be classified as Community.
  - Provide complete information about all organizations presented including their mission and the support you provide for them.
  - Dance, ballet, and color guard activities should be categorized as Arts.
  - Paw Print and other literary activities should be categorized as Arts.
  - Participation in sport activities as part of a religious organization should be categorized as Athletics.
  - Community service related to for-profit organizations should be categorized as Other.
  - Community and religious activities for which you receive any form of compensation should be categorized as Other.
  - Exclude activities that you can reasonably assume the Scholarship Selection Committee will deem not relevant for this scholarship, e.g., powder puff football.
  - **Do not include activities with less than two years of involvement unless they are significant and adequately explained. Explain why the activity was discontinued in the comments section.**
  - **Activities with multiple year involvement not continued in senior year must be fully explained or will not be considered involvement for this scholarship.**
  - For multiple year activities, commitment in weeks should be the average per year.
  - For hours per week which vary use the average hours over the course of time indicated.
  - Clearly indicate in comments section activities not yet started but will participate in after the date of the application and before graduation.
4. Continued community and religious service initiated prior to junior year and independent of a Norwalk High School club, organization, or association carry more weight to the Scholarship Selection Committee in evaluating the application and related recommendations.
  5. Responsiveness to Fund email communications, if any, is part of the evaluation process.
  6. From the pool of eligible applicants, the Scholarship Selection Committee will select those deemed most qualified for a personal interview.
  7. Selection of finalists for an interview will be made by the Scholarship Selection Committee based on:
    - Academic achievements and the breadth of involvement and accomplishments in Athletics, Arts, Community, and Religious Service.
    - Number, quality, and strength of recommendations.
    - The content, completeness, and accuracy of all submitted application information.
    - The ability to follow all of stated guidelines and instructions.
    - Neatness and completeness of the application package.

8. Applicants selected for an interview will be called between 4:30pm and 5:30pm on Wednesday, March 13<sup>th</sup>. Applicants not selected for an interview will be notified by email.
9. Interviews will be scheduled for Wednesday, March 20<sup>th</sup>, or if necessary, Thursday, March 21<sup>st</sup>. The personal interview is an integral part in the selection of the scholarship recipient. An inability to attend the interview will disqualify an applicant.
10. The scholarship recipient will be notified on Wednesday, April 3<sup>rd</sup>. Finalists not selected as the recipient will be notified by email.
11. Decisions of the Scholarship Selection Committee are final. We are unable to provide feedback regarding the selection process to any applicant during any phase of our evaluation process.
12. No application or submitted documentation will be returned.
13. The Scholarship Selection Committee reserves the right not to make an award or modify the award level in any year if the qualifications of the applicants are judged not to be consistent with the purpose and the intent of this scholarship.

### **CRITERIA FOR MAINTAINING RECIPIENT ELIGIBILITY**

In applying for this scholarship an applicant needs to understand and agree to the following eligibility criteria required to maintain the scholarship.

1. Recipient is required to maintain their academic standing at Norwalk High School from the time of their application through graduation. Official copies of all grade reports received after submitting the application must be sent to the Fund within seven (7) calendar days of receipt. The Fund reserves the right to re-evaluate the amount of the scholarship in the event:
  - the recipient's academic performance deteriorates from the cumulative GPA submitted as part of their application or,
  - the grade reports are not submitted to the Fund.
2. Recipient must enroll as a full-time student in the fall semester following graduation, in a four-year public or private, not for-profit U.S. college or university from which the recipient can receive a bachelor's degree.
3. Recipient must remain in good standing in both their home and school communities. As a representative of and spokesperson for Kevin's Fund, the personal conduct of the recipient is of paramount importance to the Fund. Any conduct by the recipient which can be judged as harmful or detrimental to the Fund must be immediately reported to the Board of Directors. In the event the recipient loses their good standing, as determined solely by the Fund's Board of Directors, all scholarship payments will permanently cease. There is no provision for reinstatement of the scholarship. If a recipient loses their good standing and does not notify the Fund of this information on a timely basis, any scholarship payment made by the Fund, as a result of a delay in notification by the recipient, will be required to be repaid by the recipient.

4. Recipient must cumulatively maintain at least a “B” average, (3.0 on a 4.0 scale), at the end of each academic semester. In the event the recipient fails to achieve the required academic standard for maintaining the scholarship, the Fund will cease scholarship payments. In the event the recipient is able to subsequently restore their academic average to the stated minimum, the recipient may request reinstatement of the scholarship by writing the Scholarship Fund and providing suitable documentation. The Board of Directors, in their sole discretion, may reinstate the recipient’s eligibility and, although not required to, the Fund may determine if appropriate to reinstate any scholarship payment withheld because the recipient did not meet the academic criteria for one or more semesters.
5. Recipient is required to provide the Scholarship Fund a written summary of their learning experiences and athletic, arts, community, and religious involvements within twenty-one (21) calendar days of the end of each academic year.
6. Recipient must be on track to earn sufficient credits to graduate within four years. The Board of Directors reserves the right, in their sole discretion, to discontinue payments in the event the recipient will not be able to graduate within four years, withdraws from school, or is not enrolled as a full-time student in any semester.
7. The monetary award provided by Kevin’s Fund will be reduced in the event the aggregate of all scholarships, awards, and non-work-related grants received or earned by the recipient, exceeds 100% of their qualified educational costs (defined as tuition, academic fees, room, and board) for any semester. More detailed information regarding this condition will be provided to the recipient.
8. The Fund’s scholarship payment can only be made to a U.S. college or university and is limited to qualified tuition, academic fees, room, and board for the fall and spring semesters. Room and board charges for recipients who choose to live off campus are qualified only if billed by and payable to the U.S. college or university. Eligible payments for a recipient wishing to study abroad are qualified only if billed by and payable to their U.S. college or university.
9. The Fund is not able to make any scholarship payment without receipt of an official transcript for the prior semester. A recipient, who as a result of choosing to study abroad, is unable to provide the requisite transcript in time for the Fund to make the next semester payment, will have the payment deferred until the semester immediately following the receipt of the official transcript.
10. A recipient who enrolls in a college or university on a trimester schedule or a five year graduate degree program should contact the Fund for scholarship payment guidelines.

## **POST GRADUATE RECIPIENT RESPONSIBILITIES**

The recipient is required to speak at the scholarship presentation and benefit dinner dance immediately following their college graduation, about what receiving this scholarship has meant to them. Further details of recipient requirements will be provided at the appropriate time.

## **CONTACT INFORMATION**

In the event you have questions please contact the Fund as noted below.

Kevin M. Eidt Scholarship Fund  
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