



**Charleston-Institute Alumnae Chapter
Delta Sigma Theta Sorority, Inc.**
P.O. Box 357, Institute, WV 25112 Δ ciacdeltas@gmail.com

Dear Student:

The Charleston-Institute Alumnae Chapter (CIAC) of Delta Sigma Theta Sorority, Inc. is proud to announce the availability of scholarship funds for deserving high school seniors. Eligibility for this scholarship is limited to High School Seniors who are residents of Kanawha, Jackson, and Wood counties. We are happy to continue the commitment to offer educational opportunities to the youth in our community. We invite you to apply for the CIAC Delta Sigma Theta Sorority Scholarship, which will be presented before the end of the 2023-2024 academic school year.

In order to be considered for the scholarship, each applicant must submit a completed application, two letters of recommendation, letter of introduction, an official high school transcript, essay and names of all social media accounts. A list of instructions is attached to assist you with your application packet. Applicants should follow these instructions closely. Your high school transcript must be in a sealed envelope from your high school. If you have any questions, you may contact Ms. Tonya Harris at ciacdstdscholarship@gmail.com or the member of CIAC Delta Sigma Theta Sorority that provided you this packet. All of your materials must be postmarked by Friday, March 15, 2024. The completed application must be mailed to the Scholarship Committee address via postal mail or electronically provided below.

Members of the Charleston-Institute Chapter of Delta Sigma Theta Sorority, Inc. also participate in the selection of students for the Marvin D. and Eunice J. Mills Endowed Scholarship and the John W. and Ruth E. Powell Scholarship. To be considered for either scholarship, the applicant must be attending or planning to attend West Virginia State University. If you would like more information regarding either of these scholarships, please email Ms. Tonya Harris at ciacdstdscholarship@gmail.com.

CIAC Scholarship Committee
Delta Sigma Theta Sorority, Inc.
P.O. Box 357
Institute, WV 25112
ciacdstdscholarship@gmail.com

Sincerely,

Ms. Michelle Foster
President

Ms. Tonya Harris
Scholarship Committee Chair

All materials must be **postmarked or sent electronically by Friday, March 15, 2024** to the Scholarship Committee at the address provided, P.O. Box 357 Institute, WV 25112 or ciacdstdscholarship@gmail.com



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Scholarship Application Packet Instruction Guide

Please make sure your application packet includes the following:

- Δ A letter of introduction that includes the information below and explains why you would benefit from this scholarship.
 - Name
 - Address
 - Phone Number
 - High School
 - Grade Point Average
 - School Activities
 - Community Service Activities

- Δ Two letters of recommendation
 - One letter must be from a Soror of Delta Sigma Theta Sorority, Inc. (any woman duly initiated into the Sorority).
 - The additional letter may be submitted from a teacher, counselor, pastor, employer, or other individual who has known you for a long period of time.

- Δ High school transcripts, which must be an original document with the high school seal or stamp. The transcript must be received from the school counselor in a sealed envelope.
- Δ Copy of any official college/university acceptance letters.
- Δ Applicants are required to write an introduction.
- Δ Applicants are required to submit a typed essay in response to one (1) of the two (2) listed questions.
- Δ Names of all social media accounts (Facebook, Twitter, Instagram, etc.). Ensure all holds/blocks have been removed from all accounts for viewing by the scholarship committee.
- Δ All completed applications will be reviewed and scored by the Scholarships Committee. The top scoring applicants will be granted an interview in April 2024 via Zoom to determine the scholarship recipients. All scholarship recipients will be notified no later than April 1, 2024.
- Δ Scholarships will be awarded upon verification of enrollment from a college or university before December 31st of the scholarship award year. Verification entails an enrollment form completed by the institution with the registrar's signature and official seal of the institution.

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2024 Scholarship Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email: _____

Parent's / Guardian's Name: _____

Parent's / Guardian's Number: _____

Education

High school transcripts must be an original document with the high school seal or stamp. The official transcript must be received from the school counselor or department of education in a sealed envelope or electronically via ciacdstdscholarship@gmail.com.

High School: _____

Address: _____
Street Address

_____ *City State ZIP Code*

Graduation Date: _____

Cumulative GPA: _____

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ACTIVITIES, HONORS & AWARDS:

List all school activities (organizations and clubs) in which you have participated in high school 9th, 10th, 11th and / or 12th grades. Please highlight any leadership positions held and list the grades participated.

Activity / Club	Office / Leadership Position Held	Grade(s) Participated	Contact Person / Advisor (Name and Number)

List all honors and awards received (e.g., academic, church, community, sports or etc.) in which you have participated in high school 9th, 10, 11th and / or 12th grades. Please highlight any leadership positions held and list the grades participated.

Organization	Honors / Awards	Grade(s) Participated	Contact Person / Advisor (Name and Number)



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In order of preference, please list the names and addresses of the schools to which you have applied or will be attending for the period in which this financial assistance is requested.

Major: _____

College / University	City / State	Application Status: Pending / Accepted / Rejected

Letters of Recommendation

You are required to submit a total of two (2) letters of recommendation:

Letter #1: Recommendation letter from a Soror of Delta Sigma Theta Sorority, Inc. (any woman duly initiated into the Sorority).

Letter #2: Character Recommendation letter as referenced below.

△ This letter should be written by someone who can speak to your academic, community service or leadership positions and achievements.

△ This includes teachers, supervisors, school counselors, coaches, minister, civic leader, or professional person.

Letter Requirements: Your letters for both categories should include the following:

△ Name, position, and organization/school of reference (on official company/school letterhead if applicable).

△ Context in which the person providing the recommendation knows you.

△ Length of time the person providing the recommendation has known you.

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- △ If applicable, explanation of your involvement in the organization.
- △ Information regarding why the applicant should receive the scholarship award.
- △ Address letter to the scholarship committee (e.g., Charleston – Institute Alumnae Chapter of Delta Sigma Theta Sorority, Inc., Scholarship Committee).

The letters of recommendation should be typed, addressed to Scholarship Committee, and submitted in a sealed envelope with the reference's signature across the sealed portion or electronically by the reference to ciacdtscholarship@gmail.com.

References

Reference's Full Name: _____ Relationship: _____
 Company: _____ Phone: _____
 Address: _____

Reference's Full Name: _____ Relationship: _____
 Company: _____ Phone: _____
 Address: _____

Community Involvement

List all community activities (church, civic, etc.) in which you have participated in high school 9th, 10, 11th and / or 12th grades. Please highlight any leadership positions held and list the grades participated. Community service must be non-profit and unpaid service.

Organization / Activity	Office / Leadership Position Held	Grade(s) Participated	Contact Person / Advisor (Name and Number)

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Work Experience

List any work experience over the past three (3) years.

Employer	Position	Dates of Employment

Social Media

List all Social Media Account(s): Names of all social media accounts (Facebook, Twitter, Instagram, etc.). Ensure all holds/blocks have been removed from all accounts for viewing by the scholarship committee.

Social Media Account	Name on Social Media Account

Essay

You are required to submit a typed essay in response to one (1) the following questions:

1. Describe a Delta Sigma Theta Sorority, Incorporated event or person who has changed or significantly impacted your life. Explain the change or impact that the event or person has had on you.
2. What social issues/challenges do you and your generation face today? Discuss your ideas for dealing with these issues / challenges.



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Essay Requirements:

- △ Typewritten (no handwritten essays will be accepted)
- △ Maximum of 500 words, single-spaced
- △ Times New Roman or Arial, 12-point font
- △ One-sided only
- △ Applicant name typed in the upper right-hand corner of each page

In reviewing the essays, the committee members will consider correct use of grammar and punctuation, quality of ideas and organization of thoughts.

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to a scholarship award, I understand that false or misleading information in my application or interview may result in my disqualification.

I agree that, if selected as an award winner for the Charleston - Institute Alumnae Chapter, Delta Sigma Theta Sorority, Incorporated Scholarship Program, the program sponsor, or its agents may use my name and likeness and any other information or materials provided in connection with this program for purposes of news, publicity and advertising in all media, including but not limited to print and electronic media, press releases, internet websites and video media.

To comply with the provisions of the Family Educational and Privacy Act of 1974, I hereby grant permission for school officials to release secondary school records and other requested information, if necessary.

If you are under 18, your parent or guardian must also agree to these Terms and Conditions.

Signature: _____ Date: _____

Parent's / Guardian's signature if under the age of 18.

Signature: _____ Date: _____

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