

THE RON & GLORIA CONLEY SCHOLARSHIP

The Ron & Gloria Conley Scholarship is established in honor of Ronald W. Conley and Gloria A. Conley, Huntsville native residents. Ron and Gloria ensured that each of their children had an opportunity to attend college and receive a college degree. To continue to provide opportunities for others, we (their children) are offering a **\$1,000** scholarship.

Our mission is to provide financial assistance to minority high school seniors in preparation for their Freshmen year of college.

Scholarship applicants must submit all documentation (complete and in full) for every required component of the scholarship application package, **no later than 01 March 2025**, as described herein. The selected scholarship recipient will receive the \$1,000 award directly to their Alabama A & M University or Auburn University student University account in **August 2025**. The selected scholarship winner may be required to provide additional information, after their selection, to ensure the August **\$1,000** payment is deposited to their University student account. Publicity participation may also be required from the selected scholarship winner. Failure to comply with requirements (communication, publicity, etc.) after selection as the scholarship recipient will nullify the award and disqualify the recipient.

NOTE: This scholarship is an independent family gift award to a selected scholarship recipient. It is not directly affiliated with Alabama A & M University and/or Auburn University.

THE APPLICATION PROCESS: Assembling Your Application Package

The Scholarship team will begin receiving applications on **01 January 2025, 8:00 AM CST**. Complete scholarship application packages are due **01 March 2025, 5 PM CST**. Only completed scholarship applications will be evaluated and may earn up to **100 points**.

A. U.S. Citizen (Required, No points): Scholarship applicant must be a U.S. Citizen.

Race and Ethnicity (Required, No points): Scholarship applicant must identify as one of the following (and the same must be documented on their official birth certificate).

Alaskan Native – Native American (American Indian, Amerindian, Amerind, Indian, Aboriginal American, First Nation person)	A person having familial origins in indigenous peoples of Alaska, United States (Iñupiat, Yupik, Aleut, Eyak, Tlingit, Haida, Tsimshian, and a number of Northern Athabaskan cultures; and / or any aboriginal peoples of Canada and the United States.
Asian	A person having familial origins in the Far East, Southeast Asia, or the Indian subcontinent, to include Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Black – African American	A person having familial origins in the United States or any country in Africa, even if born in the U.S.
Hispanic – Latino	A person having familial origins in Cuba, Mexico, Puerto Rico, South or Central American, or any other Spanish culture or country.
Native Hawaiian – Pacific Islander	A person having familial origins in Hawaii, Guam, Samoa, or other Pacific Islands.
Multi-ethnic	A person having any combination of any races listed above.
Other	A person having one at least parent with any or multiple races /ethnicities listed above.

Section A. Scholarship Application Package Documentation: Provide a letter signed by the parent and notarized (by a third party) stipulating the scholarship applicant's U.S. citizenship and race/ethnicity. Letter may be addressed to: Selection Committee, The Ron & Gloria Conley Scholarship, P.O. Box 22504, Huntsville, Alabama, 35814.

Please **do not** include the scholarship applicant's date of birth nor SSN in the parent letter. Please **do not** attach the original or copy of the original birth certificate when submitting the scholarship application.

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- B. School and School System (Required, No points):** Scholarship applicant must be currently enrolled and attending Huntsville City Schools, Madison County Schools, or Madison City Schools.

Classification / School Grade (Required, No Points): Scholarship applicant must be a current high school senior (12th grader) for the academic year 2024-2025, with all graduation and diploma requirements to be met in time for a Spring 2025 graduation.

Residency (Required, No points): Scholarship applicant must currently reside within Madison County, AL limits, as documented in the school system records.

Grade Point Average (Required, Up to 5 Points): Scholarship applicant must ensure their GPA is included in the school letter. Scholarship applicants may receive 1-5 points based on the GPA, within the following ranges:

- Above 4.00 (5 points)
- Exactly 4.00 (4 points)
- 3.99 – 3.50 (3 points)
- 3.49 – 3.00 (2 points)
- 2.99 and below (1 point)

Lee High School, Huntsville City Schools (Optional Scholarship Application Component, Automatically 5 Points – if applicable): The scholarship applicant is a current high school senior at Lee High School, Huntsville City Schools, Huntsville, Alabama.

Section B. Scholarship Application Package Documentation: Provide a letter from the scholarship applicant's high school, on the school's or school system's letterhead. This letter *must* be signed by the scholarship applicant's senior class counselor, graduation counselor, or principal. This letter *must* also stipulate the scholarship applicant's classification / grade, residential address of record for the school system, and grade point average (GPA), as documented in the school system's official records. The school / school system letterhead will automatically document the school and/or school system. By requesting this letter from the school, school counselor, or principal, the scholarship applicant and parent/guardian are giving their high school permission to share this information with us and anyone evaluating scholarship applicant materials on our behalf. Address letters to: Selection Committee, The Ron & Gloria Conley Scholarship, P.O. Box 22504, Huntsville, Alabama, 35814.

The school letter is not a letter of recommendation. The school letter only serves as a letter to confirm: school / school system, classification / school grade, residency, and GPA. *Please do not include any personally identifiable information (PII), such as a birthdate or SSN in the school letter.*

- C. University Acceptance Letter (Required, No points):** The scholarship applicant must have their letter of acceptance from Alabama A&M University or Auburn University by the scholarship application package submission date, and plan to begin their college classes at one of these two institutions in the fall 2025 semester.

Intended Major or Degree (Optional Scholarship Application Component, Automatically 5 Points – if applicable): The scholarship applicant is accepted to Alabama A & M University or Auburn University for one of the following intended undergraduate college degrees / majors:

- a. Business Administration, Marketing, Management;
- b. Civil Engineering, Mechanical Engineering;
- c. Computer Science, Computer Engineering, Software Engineering;
- d. Elementary Education; or
- e. Food Science

Section C. Scholarship Application Package Documentation: Provide a copy of the university acceptance letter on the University letterhead. If the acceptance was received via e-mail (only), please provide a copy of the original e-mail received; a verifiable University (Auburn or AAMU) sender or point of contact must be clearly identified in the e-mail.

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The letter or e-mail of acceptance may be used to document the intended degree / college major. If so, no additional documentation is required for the **optional Intended Major or Degree points (5)**. If the degree/ college major is not listed in the acceptance letter, a separate letter (on University letterhead) or copy of any other official communication from Alabama A & M University or Auburn University, as applicable, stating the intended major will be sufficient. All University signatories and/or e-mail senders will be verified with their respective University.

*Please ensure that the acceptance letter **does not** include any personally identifiable information (PII), such as the scholarship applicant's birthdate or SSN.* If the information is included in the acceptance letter, please redact (mark through it with a permanent black marker or stamp) all personally identifiable information (PII) data, before submitting a copy of the university acceptance letter with the scholarship application package.

- D. Essay or Video (Required, Up to 80 Points):** The scholarship applicant must submit an essay (typed or handwritten) or a recorded video. Four scorers will evaluate scholarship applicant essays and videos for ideas, style, content, and mechanics. Essays / Videos may earn 20 points per scorer.

Section D. Scholarship Application Package Documentation:

Essay: Provide a 250 - 1,000-word essay (written by the scholarship applicant) describing the value of a college education (component 1), future career goals (component 2), and future plans for contributing to the community (component 3). The essay must be typed or handwritten in traditional standard English, and comply with the following format:

Typed - Arial 12-point font, double-spaced, singled-sided paper, with 1-inch margins for the top, bottom, and left and right sides. Top of the page (page header) must have the applicant's full legal name (*first, middle, and last*), current high school, and intended university.

Handwritten – Plain print (not cursive), legible, and double-spaced, on wide-ruled paper, using the red margins (left and right) as hard stops for margins. The top line of the notebook paper must have the scholarship applicant's full legal name (*first, middle, and last*), current high school, and intended university. Illegible handwritten essays will automatically disqualify the scholarship application package and scholarship applicant.

-OR-

Video: In lieu of an essay, scholarship applicants may submit a 5 – 10 minute video. The video is evaluated in the same way as the essay and must address three primary components: describing the value of a college education (component 1), future career goals (component 2), and future plans for contributing to the community (component 3). Videos may be e-mailed to: RGConleyScholarship@Comcast.net, with the e-mail subject heading - scholarship applicant's full legal name (*first, middle, and last*), current high school, and intended university. If videos are mailed, a member of The Scholarship team will send a confirmation e-mail once the video is received. The video is only considered submitted once the scholarship applicant receives an e-mail confirmation from The Ron & Gloria Conley Scholarship team. Videos may also be mailed with the application, by placing it on removable storage (flash drive). If videos are too grainy or the sound is inaudible, the video will not be considered as part of the application package; the scholarship applicant will be disqualified.

Essays or videos with obscenity, inappropriate graphic materials, and inappropriate gestures or symbols will disqualify the scholarship applicant.

- E. Church Membership (Optional Scholarship Application Component, Automatically 5 Points – if applicable):** If the scholarship applicant is a member of St. Bartley P.B. Church, in Huntsville, AL, the scholarship applicant may provide a letter documenting their membership. However, church affiliation of any kind is not a requirement for scholarship applicants.

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Section E. Scholarship Application Package Documentation: Provide a letter from Saint Bartley P.B. Church, signed by Reverend Jaymes Mooney, Pastor, on church letterhead. Reverend Mooney is aware of this scholarship and agreeable to writing membership verification letters, as needed, for his qualifying congregants.

F. Scholarship Application Form (Required, No points): The scholarship applicant must complete all of the scholarship application fields, except fields labeled as “if applicable.” Required fields missing information will automatically invalidate the scholarship application form; and the scholarship applicant will be disqualified from potential selection.

Section F. Scholarship Application Package Documentation: Provide a completed Scholarship Application Form.

SCHOLARSHIP APPLICATION SUBMISSION: How We Receive Your Scholarship Application Package

Mailing the Scholarship Application Package: The scholarship application form, essay/video (if mailed), school letter, parent letter, University acceptance letter/e-mail copy, intended degree/major if separate from acceptance letter (if applicable and seeking additional points), and church letter (if applicable and seeking additional points) must be mailed together in one envelope. Multiple mailed packages will not be accepted; scholarship applicant will be immediately ineligible. Mailing address is: Selection Committee, The Ron & Gloria Conley Scholarship, P.O. Box 22504, Huntsville, Alabama, 35814. **Envelope must be postmarked no later than 01 March 2025.**

e-Mailing the Scholarship Application Package: If e-mailing the scholarship application package, please send in one e-mail to RGConleyScholarship@comcast.net, with the subject heading: Name (last, first, middle name), high school, and intended university, no later than **01 March 2025, 5 PM CST**. If the scholarship application package is e-mailed, The Scholarship team will send a confirmation e-mail once received. If a scholarship applicant does not receive a reply e-mail, the application package was not received. Scholarship applicants e-mailing incomplete or partial scholarship application packages will become ineligible for potential selection.

The Scholarship application deadline is **01 March 2025, 5 PM CST**.

APPLICATION PACKAGE EVALUATION: How We Determine the Scholarship Recipient

Completed scholarship application packages submitted by the deadline will be evaluated. Scholarship applications are evaluated using a point system. The total number of points available is 100, which includes optional areas.

Section	Package Component	Documentation	Points	Package Submission
A.	U.S. Citizen	Parent Letter	N/A	Required
	Race/Ethnicity (Minority)	Parent Letter	N/A	Required
B.	School System	School Letter	N/A	Required
	Classification/ School Grade	School Letter	N/A	Required
	Residency (Madison County Resident)	School Letter	N/A	Required
	GPA	School Letter	Up to 5 Points	Required
	Lee High School Student	School Letter	5 Points	Optional
C.	University Acceptance Letter	University Letter	N/A	Required
	Intended Degree / College Major	University Letter	5 Points	Optional
D.	Essay or Video	Essay or Video	Up to 80 Points	Required
E.	Church Membership	Church Letter	5 Points	Optional
F.	Scholarship Application Form	Scholarship Form	N/A	Required

The Scholarship application package review and evaluation process is estimated to require at least 20 business days. In the event that we do not receive any qualified scholarship application packages, The Scholarship's namesake family has established a secondary process to award the \$1,000, using portions of the criteria above.

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AWARD PROCESS: How You Receive the Funds, If Selected

The scholarship applicant with the highest numerical score (##.##) will be selected. If two or more scores are equal (##.##), the **\$1,000** scholarship award will be evenly divided between the tied-score winners. In the event that we do not receive any qualified scholarship application packages, The Scholarship's namesake family has established a secondary process to award the \$1,000, using some of the criteria outlined within this scholarship application packet.

Selected Scholarship recipients will be contacted after **01 April 2025**, using the phone and / or e-mail contact information provided on the Scholarship Application Form. Failure to respond to the notification e-mail within 10 business days, wherein additional documentation and information may be required, will forfeit the potential award. If the selected scholarship applicant's award is forfeited, an alternate will be selected and notified of the potential award. The Scholarship's namesake family has established a secondary process to award the \$1,000, using some of the criteria outlined within this scholarship application packet. The alternate will be chosen using this secondary process.

For the selected qualified recipient(s), the scholarship includes the following.

1. **Quantity:** One (1) scholarship is available for Academic Year 2024 - 2025 selection process.
 - a. Only one (1) award per applicant.
 - b. Only one (1) award between the two universities – Alabama A & M University and Auburn University.
2. **Amount:** The award will be no more than **\$1,000**. This award will be awarded once to the selected qualified applicant, after meeting all required application, documentation, and post-selection requirements, within the specified time periods and deadlines.
3. **Purpose:** Scholarship awards are specifically designated to defray costs associated incurred during the Freshmen collegiate year.
4. **Disbursement:** For the selected qualified recipient, the award amount will be paid directly to the scholarship recipient's university account (Alabama A & M University or Auburn University) during the month of **August 2025**.
 - a. The award will be issued by check. The check will be delivered in person (if Alabama A & M University) and mailed (if Auburn University) for the scholarship recipient's university student account.
 - b. To ensure the award is deposited in the correct University student account, the scholarship award recipient may be required to provide additional university information. Contact information provided in the scholarship application package will be used to contact the award recipient, if additional information is required. Selected scholarship award recipients must provide all additional information required within ten (10) business days of contact.
 - c. Awards are not transferrable to any other institution. Scholarship award will be void, if the awarded applicant elects to attend a different university other than the one identified in the scholarship application.

IMPORTANT NOTE

We appreciate the enthusiasm of scholarship applicants and their parents. Please do not include any additional documents beyond what is outlined for a complete scholarship application package. Including unrequested documents (pictures, resumes, transcripts, etc.) will disqualify the scholarship applicant and their application from consideration immediately.

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SCHOLARSHIP APPLICATION FORM

Scholarship application packages must be completed in full for consideration and submitted by the deadline (**01 March 2025**). All fields are required, except those noted as "if applicable." Only typed or hand-written print responses are accepted, except where signatures are required. Provide legal names only and the address on record with the school system.

SCHOLARSHIP APPLICANT INFORMATION (Legal Name Information Only)

FName: _____ MI(If applicable): _____ LName: _____

Apartment # (If applicable): _____ Street Address: _____

City/Madison County Area: _____ Home/Cell # (if applicable): _____

E-mail (if applicable): _____

If the applicant does not have an e-mail, home number, and/or cell number, the parent's contact information will be automatically used for all contact.

PARENT:

FName: _____ MI (If applicable): _____ LName: _____

Home/Cell #: _____ E-mail: _____

SCHOOL INFORMATION: HIGH SCHOOL AND UNIVERSITY

Current High School: _____ School System: _____ GPA: ____/ 4.0

University Major / Degree Program: _____ University: _____

Signatures below indicate the Scholarship applicant and their parent/guardian reading, understanding, and agreement of, with, and to the deadlines, guidelines, and requirements, outlined in Pages 1 – 6. Applicant's and parent's/guardian's signatures also indicate the Scholarship applicant's and their parent's/guardian's agreement to comply with communication and documentation requirements, and associated deadlines, in order to receive the scholarship award, if selected. Publicity may include, but is not limited to, a photo or video of the official award presentation. Such image(s) may be used by the Ron & Gloria Conley Scholarship for marketing and communication purposes. More details on publicity shall be shared with the award selectee.

In the event where two guardians or parents have legal supervision or custody of the Scholarship applicant, only one parent's/guardian's information is required and considered binding and sufficient for the application and award process, if selected. However, the same parent/guardian information on file for the school/school system and provided above must be the same for the signature below.

Applicant's Signature _____ Date _____

Parent's / Guardian's Signature _____ Date _____