



Mailcode: NY-31-66-0501  
66 South Pearl Street  
Albany, NY 12207

April 20, 2020

Berlin High School  
Guidance Counselor  
P.O. Box 259  
Berlin, NY 12022

Re: Edith Grace Craig Reynolds Scholarship

Dear Sir/Madam:

Enclosed please find application to duplicate for the Edith Grace Craig Reynolds Scholarship to be distributed to graduating students.

Please note that all applications must be completed in their entirety and returned to KeyBank National Association by June 1, 2020 for them to be considered. There will not be follow-up calls for missing information. Please make copies of the application provided for the students whom are applying.

Due to the substantial number of applications received each year, the above conditions must be adhered to. **Please instruct your students to be very thorough when completing the applications, as there will be no exceptions.**

Please contact me at 1-866-238-8650 if you have any questions

Sincerely,

Christine Moughton  
Trust Officer

Enclosure

Key Private Bank is part of KeyBank National Association (KeyBank). Bank and trust products are provided by KeyBank, Member FDIC and Equal Housing Lender. Credit products are subject to credit approval. Investment and insurance products are:

**NOT FDIC INSURED • NOT BANK GUARANTEED • MAY LOSE VALUE • NOT A DEPOSIT  
• NOT INSURED BY ANY FEDERAL OR STATE AGENCY**



## EDITH GRACE CRAIG REYNOLDS SCHOLARSHIP

Through the generosity of the late Rev. Dr. Edith Grace Reynolds, a well-known benefactress in the Town of Hoosick Falls and its surrounding areas, a scholarship fund is available to assist young men and women in obtaining a higher education in a college of their choice.

### ELIGIBILITY REQUIREMENTS

To be eligible for the Edith Grace Craig Reynolds Scholarship a student must:

- Be a high school senior in Rensselaer County or Central School District #1 – Town of Hoosick, Pittstown, Petersburg and Grafton, Rensselaer County, and White Creek, Washington County.
- Reside (or student's parents or guardians must reside) in Rensselaer County or that portion of Washington County included in the school district described above.
- Be planning to attend a two-year or four-year College or university that has a high scholastic standing.
- Be a United States citizen.
- Be involved in at least **TWO (2)** extra-curricular activities, which are unrelated to his or her credit courses.
- Exhibit a high standard of citizenship.

### PROCEDURE FOR APPLICANTS

- Print or type legibly.
- Completely fill in all blanks on the **Application** (even if your answer is "None" or "not Applicable"). Any blanks will affect your final standing in the selection process.
- Attach a **Report of Principal or Guidance Counselor**, (or have your school forward it directly to the address below). Any blanks can decrease an applicant's chance of receiving favorable consideration.
- Attach a **Transcript of your high school records**, (or have your school forward it directly to the address below).
- Have your parents fill out the financial portion of the application and attach a copy of the **first page of their most recent 1040 Income Tax return**. If their current tax return is not yet completed a copy of the first page of their prior year's 1040 will suffice.
- Be sure to sign the application and date it on Page 2, and have your parents sign and date Page 4.
- **Applications will not be considered if any of these documents are missing.**
- Forward your application and all required documents to the following address no later than June 1<sup>st</sup>. (There are no exceptions to this deadline.)

(over)

KeyBank National Association

Reynolds Scholarship Fund

PO Box 22042

Albany, NY 12201-2042

**Instructions for Page 4 – College Expenses**

The Committee cannot evaluate your need of scholarship assistance without knowing what your college costs will be and what funds you will have available to you. Again, no application will be considered unless this entire section is completed.

- Fill in EACH line in both columns, even though you may enter zero on some lines. All figures in each column are **PER YEAR**.
- “From Student’s Own Assets” Assuming that you have a savings account of \$1,200.00 and plan to use that for college education, will you use the entire amount in the first year and then nothing left for the next three years? Or will you spread the total over your four years and thus use one-fourth of the \$1,200.00 (or \$300.00) each year? If your intent is to spread the total over your four years, then you would enter \$300.00 (not the full \$1,200).

(over)

REPORT OF PRINCIPAL OR GUIDANCE COUNSELOR  
**EDITH GRACE CRAIG REYNOLDS SCHOLARSHIP**

Applicant \_\_\_\_\_

Please give your evaluation of the above applicant by circling the appropriate number on each line.

	Outstanding					Below Average				
<b>As a Student:</b>	←—————→									
• Motivation	5	4	3	2	1					
• Effort & Diligence	5	4	3	2	1					
• Consistency	5	4	3	2	1					
<b>As an Individual:</b>										
• Leadership	5	4	3	2	1					
• Concern for Others	5	4	3	2	1					
• Responsibility	5	4	3	2	1					
• Emotional Stability	5	4	3	2	1					

\*\*\* Is the student overall worthy of this Scholarship?    Yes    No

Number of Students in Graduating Class \_\_\_\_\_

Applicant's NUMERICAL Standing in Above Class \_\_\_\_\_

Applicant's RANK in Above Class (Top 5%, 6-10%, etc.) \_\_\_\_\_

Additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE NOTE: You may submit an additional letter of recommendation for the applicant, but that is not required. This form, however, must be completed in its **entirety** and submitted for each applicant who wishes to be considered for scholarship assistance.



# EDITH GRACE CRAIG REYNOLDS SCHOLARSHIP APPLICATION

Students Name (in full)

Home Address

Zip Code

Home Telephone

Your Social Security #

Father's Name

Mother's Name

Parents Address

**\* If your answers require additional space, you may attach additional paper\***

List in chronological order all schools attended in the last 4 years:

Name and address of school

Major

Dates of attendance

Grades

List any honors you have won:

List your High School extra curricular activities:

List any Community Organizations you belong to:

List any Employment you have had in the last three years:

Employer Name and Address

Type of work/Position held

Dates Worked

What Schools Have You Or Are You Expecting To Apply To? (list in order of preference)

School Name and Address	Application Date	Have you been accepted yet?

Have You Applied For Any Other Financial Aid?

Source	Annual Amounts	Have you been accepted yet?

What Will Be Your Major In College? (list more than one if undecided)

\_\_\_\_\_

\_\_\_\_\_

What Are Your Vocational Plans?

\_\_\_\_\_

\_\_\_\_\_

What Are Your Hobbies And Other Interests?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Briefly State Why You Want To Continue Your Education

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have checked this form for omissions and error. To the best of my knowledge, the information reported is complete and correct.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_



Student's Name

	Father	Mother
Name		
Birthdate		
Occupation		
Employer		
Address		
Position		
Years Employed		

Are any other members of the family currently attending college? If so, complete the following:

Name	Age	Name of College	Annual Amount Paid By Parents	Annual Scholarship Or Other Aid	Total Annual Cost (approximate)

Other dependent children not listed above:

Name	Age

**STATEMENT OF FAMILY INCOME:**

From your latest Federal Income Tax return, enter the following Gross amounts (the amounts before applying any deductions or exemptions):

Father's salary/earnings \$ \_\_\_\_\_  
 Mother's salary/earnings \_\_\_\_\_  
 Other (interest/dividends) \_\_\_\_\_  
 TOTAL \_\_\_\_\_

**PARENTS COMBINED ASSETS:**

Real Estate (estimated market value) \$ \_\_\_\_\_  
 Bank Accounts (Savings & Checking) \_\_\_\_\_  
 Marketable Investments (market value) \_\_\_\_\_  
 Other Assets (explain) \_\_\_\_\_  
 TOTAL ASSETS \_\_\_\_\_

**PARENTS COMBINED LIABILITES:**

Mortgages \$ \_\_\_\_\_  
 Loans \_\_\_\_\_  
 Charge Accounts \_\_\_\_\_  
 Other (explain) \_\_\_\_\_  
 TOTAL LIABILITES \_\_\_\_\_

**Student's Own Assets**

Nature of Assets	Estimated Value

Extraordinary family expenses or situations that you feel should be explained:

## COLLEGE EXPENSES

Student's Estimated Costs (per year)	Funds available to student (per year)
Tuition           \$ _____	From Parents Income \$ _____
Room and Board _____ (living at college)	From Parents Assets _____
Text Books _____	From Students Assets _____
Special Fees/Charges _____	From Students _____
Travel _____	Summer earnings _____
Other (explain) _____	Regent's Scholarship _____
	From Other Sources _____
	(explain) _____
<b>TOTAL</b> _____	<b>TOTAL</b> _____

I have checked this form for omissions and errors. To the best of my knowledge the information reported is complete and correct.

DATE \_\_\_\_\_

Signatures: \_\_\_\_\_

Father \_\_\_\_\_

Mother \_\_\_\_\_

### **ATTENTION:**

Applications WILL NOT be considered without the following documents:

- Fully completed Application
- Parents' Tax Return (first page of the 1040)
- Report of Principal or Guidance Counselor
- School Transcript