



Black Nurses Association of Greater St. Louis

PO Box 2699, Florissant, Missouri 63033 314-643-6144
www.bna-stlouis.org

GUIDELINES FOR SCHOLARSHIP APPLICANT

In order to be considered for a scholarship from the Black Nurses Association (BNA) of Greater St. Louis, a thorough application must be completed. To assist you with this process, we have devised these guidelines to assist you. Please review this information carefully. Recognize that **all** documents must be received in order for your application to be considered by the Scholarship and Awards Committee. Applications that contain missing documents will not be reviewed and will be rejected.

Scholarship Requirements:

Each applicant must meet the following criteria:

1. Currently enrolled in an accredited nursing program (LPN/LVN, Diploma, ADN, BSN, Masters, or Doctoral)
2. Be in good academic standing at the time of the application, with a minimum GPA of 2.75
3. Demonstrate successful completion of the first clinical nursing course (when appropriate), with at least one year (two semesters) of school remaining
4. Sign the attached Commitment Letter

*Each applicant **must** provide the following:*

1. Completed 2019 Scholarship Application;
2. **Official** transcript(s) from most recently attended/enrolled accredited school of nursing; copies **are not** acceptable. If official transcript mailed, must have raised seal. If sent electronically, must come through the University's security verification system;
3. Two-page typed essay (Guidelines provided in separate section);
4. Reference letters from **two** (2) of the four listed below;
 - a. Dean, Nursing Director, or Faculty (on official letterhead)
 - b. Minister or religious leader (e.g., Pastor, Priest, Imam, Rabbi; on official letterhead)
 - c. Nurse in the community; can be a member of the BNA of Greater St. Louis (on letterhead of place of employment or healthcare affiliation)
 - d. Individual who is knowledgeable about applicant's personal and professional character with signature and contact information (**cannot** be family member)
 - e. Letters are to be emailed directly from the selected reference and to be delivered to provided email address. Reference Letter should be saved as a Word document or PDF file.
 - f. See the document labelled "REFERENCE LETTER COVER PAGE" for specifics;
5. Documentation of current enrollment and grade point average of 2.75 or better, in nursing courses; and,
6. Recent professional headshot required, sent as an attachment in a separate email; no exceptions.



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7. Additional items to accompany the application in support of applicant's eligibility and desirability may include documented evidence of:
 - a. Participation in student nurse activities
 - b. Involvement in activities targeting the Black/African American community (e.g., letters, news clippings, awards, certificates, etc.)

Additional Information:

1. You may receive scholarship funds from BNA of Greater St. Louis a total of twice as a/an LPN/LVN, diploma, ADN, BSN, or Masters student, and three times as a doctoral student.
2. Limit the number of supporting documents (e.g., certificates, articles, etc.) to 10 pages.
3. Documents are to be emailed to bnagreaterstlouis@gmail.com, Attn: Scholarship and Awards Committee Chair, no later than 5:00 pm (CST), August 15, 2019.
4. Each applicant will receive notification of receipt of the completed scholarship application (including supporting materials). It is the applicant's responsibility to email the Scholarship and Awards Committee Chair at bnagreaterstlouis@gmail.com if no such notification is received.
5. Contact your school for an official transcript and have them forward your transcript **DIRECTLY** to P.O. Box 2699, Florissant, MO 63033, Attn: Scholarship and Awards Committee Chair, before the deadline date of August 15, 2019.
6. Please have Reference Letters emailed directly to bnagreaterstlouis@gmail.com.
7. All applicants will be notified of the Scholarship and Awards Committee's decision by **September 3, 2019**.
8. **Note:** Scholarship applications **will not** be accepted by US mail. Only official transcripts will be accepted if mailed; all other documents are to be submitted electronically.
9. **Please note:** The Scholarship and Awards Committee will only review completed applications. **Failure to submit all required information will automatically disqualify the applicant.**
10. Submit only the documents, including number of documents, requested. For instance, do not submit more than two reference letters.
11. Feel free to contact the Chair of Scholarship and Awards Committee at bnagreaterstlouis@gmail.com, or 314.646.6144 should you have questions or need further clarification on the guidelines.
12. Scholarships will be awarded during the 2nd Annual Edith L. Cole Scholarship and Awards Luncheon, to be held **Saturday, September 28, 2019**. Recipients are expected to attend the luncheon. BNA of Greater St. Louis will pay for the luncheon ticket of scholarship recipient, along with one guest for each recipient.



III. HONORS, AWARDS, RECOGNITIONS, ETC

List and describe any honors, awards, recognitions, etc. you have received. _____

IV. BNA OF GREATER ST. LOUIS MEMBERSHIP INFORMATION

How long have you been a member of NBNA and the BNA of Greater St. Louis? _____

List any positions you have held, committees on which you have served, and other activities in which you have participated.

I hereby affirm that all the information provided is true. I understand any false statements mean I will forfeit the scholarship.

Signature _____ Date _____

(You may attach an additional sheet, if necessary)

*Please email application and supporting documentations:
Attn: Scholarship and Awards Committee Chair
at bnagreaterstlouis@gmail.com*

*Have your school mail or email your official transcript to:
Black Nurses Association of Greater St. Louis
Attn: Scholarship and Awards Committee Chair
P.O. Box 2699
Florissant, MO 63033
bnagreaterstlouis@gmail.com*

(Please contact your school in advance to assure that your transcript is postmarked and received no later than 5 pm (CST), August 15, 2019



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ESSAY GUIDELINES

Each applicant is to write a two-page typed, 12-pitch font size, 1" margins, and double-spaced essay.

Briefly state how this scholarship will assist you with your pursuance of your degree in nursing. Explain to the Scholarship and Awards Committee why you feel you are the most qualified person and why you deserve to be selected as a scholarship recipient.

Describe your community involvement and participation in extracurricular activities. These may include, but not be limited to, involvement in BNA of Greater St. Louis activities, community-based projects, school level projects, organizational efforts, state-level student nurse activities, activities affecting the health and social condition of Black/African Americans and other culturally diverse groups.

Include a description of your ideas of what you can do as an individual to improve the health status and/or social condition of Black/African Americans. How will this contribute to the mission of the BNA to improve the health of the minority population, and how will these activities helped you grow as a nurse?

Discuss your specific short- and long-term career goals. Discuss how your education will help you achieve those goals. Address how you will contribute to BNA of Greater St. Louis.

Be sure to proofread your essay, as the Committee will evaluate not only the content of your essay, but the quality and style of your writing.

Submit this essay (formatted in Word or PDF) along with your application materials.

Email application materials to bnagreaterstlouis@gmail.com so they are received no later than 5:00 pm (CST), August 15, 2019.

Incomplete or late applications will not be considered.



REFERENCE LETTER COVER PAGE

NAME OF APPLICANT _____

Your comments are of importance to the Scholarship and Awards Committee and are held in strict confidence. The above-named applicant has indicated you are willing to write a letter of recommendation to receive a scholarship from the Black Nurses Association of Greater St. Louis. The application for the scholarship will not be considered until we receive your reference letter addressing **each** of the following items:

1. The applicant's ability to successfully complete a nursing program;
2. Leadership and personal qualifications; and,
3. Any other pertinent information that may assist the Committee in making a decision about this applicant's candidacy for award.

Each reference letter must be written on letterhead and forwarded directly to the Black Nurses Association of Greater St. Louis. Please submit your reference letter with this Reference Letter Cover Page.

This applicant is: (check one)

_____ Strongly recommended for the scholarship

_____ Recommended for the scholarship

_____ Recommended with reservations for the scholarship

How long have you known the applicant and in what capacity do you know the applicant?

Months/Years: _____

Capacity which know applicant: _____

Comments: _____

Name: _____ Date: _____

Signature: _____ Phone: _____

Title: _____



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Email your completed Reference Letter as an attachment (formatting as .docx, .doc, .RFT or .pdf) to: bnagreaterstlouis@gmail.com Attn: Scholarship and Awards Committee Chair. Reference Letters must be received no later than 5:00 pm (CST), August 15, 2019.

BLACK NURSES ASSOCIATION OF GREATER ST. LOUIS COMMITMENT LETTER

As a recipient of a scholarship from the Black Nurses Association (BNA) of Greater St. Louis, I, _____, understand there is the expectation that I become and remain an active friend of the Black Nurses Association and BNA of Greater St. Louis for a period of at least two years after receiving the scholarship. As a scholarship recipient, I understand that in the year I receive the scholarship I am expected to attend at least four BNA of Greater St. Louis monthly meetings and participate in at least four community activities sponsored by BNA of Greater St. Louis. I may also participate in community-oriented events through my school of nursing, or other community-oriented events targeting the Black community, with proof of participation to be submitted at year end (e.g., certificates, awards, newspaper clippings, letters, or other similar documents). Failure to fulfill this obligation and provide documentation at year end will result in your ineligibility to be considered for any other scholarships, sponsored by the Black Nurses Association of Greater St. Louis.

Signature of applicant: _____

Date: _____

Email address: _____