

# **CHARLOTTE B. COLLETT MEMORIAL SCHOLARSHIP PROGRAM**

## **PURPOSE:**

To reward a student who has demonstrated a commitment to community service in the Town of Manchester.

To recognize a student who has demonstrated and maintained academic excellence at the high school level.

To provide needed financial support for the student who is pursuing a higher education.

## **GENERAL POLICY:**

The dollar amount of the Charlotte Collett Memorial Scholarship award will be determined by the Manchester Town Council each year and will be awarded as a “one-time” award.

The amount of the award for this fiscal year is up to \$1,000.00 and will be awarded at the discretion of the scholarship committee in June 2025.

The scholarship will be awarded to the most qualified applicant(s) for that year. The scholarship can be awarded to up to two (2) students.

## **STUDENT ELIGIBILITY:**

Applicant must have demonstrated a commitment to the Town of Manchester by extensive community service. Applicants who reside within the municipal boundaries of the Town of Manchester will get special consideration.

Applicant must have acceptance into a college or university.

Applicant must have good scholastic standing.

Applicant must be a graduating high school student.

## **SELECTION CRITERIA:**

A commitment to the community.

Letters of recommendation from community organizations at which applicant has volunteered.

Completion of the attached scholarship application.

Academic achievement during grades 9 through 12.

***SELECTION PROCESS:***

The Manchester Town Council shall select a scholarship selection committee that shall include the Mayor and two (2) Council members.

The scholarship information will be forwarded to the local high schools and be available at the Manchester Town Office by no later than November 30<sup>th</sup>.

All applications must be received by the Town Office by May 1<sup>st</sup>.

The selection committee will determine the most qualified applicant by June 1<sup>st</sup> and inform the Council of their selection at the June Council Meeting.

***PAY OUT PROCEDURES:***

The scholarship award shall be issued to the institution that the student will be attending.

Although the check will be made out and sent directly to the institution, a Scholarship Certificate will be presented to the winners at the June Council meeting.

If the student selects another institution at a later date, the check will be voided and another issued to the appropriate institution.

**CHARLOTTE B. COLLETT MEMORIAL  
SCHOLARSHIP APPLICATION**

Return completed application to:  
Town of Manchester  
3337 Victory Street  
P.O. Box 830  
Manchester, MD 21102  
Attn: Scholarship Committee

Application Deadline: **May 1, 2025**

1) Name in full: \_\_\_\_\_

2) Present address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) Telephone Number: \_\_\_\_\_

4) Name of college or university to which you have been accepted and wish to attend:  
\_\_\_\_\_

5) List of academic honors or awards for scholastic achievement:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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6) **Total number of community service hours:** \_\_\_\_\_

7) List of community activities and summary of community service credits:  
\_\_\_\_\_  
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8) Name of your faculty advisor: \_\_\_\_\_

9) Provide a short essay on the importance of community service to you and describe one community service project in which you have volunteered and its importance to you. Also state any other information which you believe to be important to your selection for this award.

10) Submit with this application any transcripts of scholastic records, at least two (2) letters of Recommendation (one from a member of the high school faculty and one from an adult representative at a community service organization for which you have volunteered), the essay from above, and any other information you can supply which might help the selection committee make you the recipient of this scholarship.

***I certify that the information given in this application is true and accurate.***

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date