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# SFC DIRECTORY

#### ARACELI DEL VALLE

rclidvalle@yahoo.com 562.754.0433

#### LETTY LEDESMA

letty.ledezma@gmail.com 909.816.6000

#### DEBBIE KUYKENDALL

drkuyke@comcast.net 206.344.4681

#### LORENA DOMINGUEZ

lorena\_d@me.com 626.806.7644

#### DEE DEE SCHARF

dscharf@vintagehousing.com 714.321.2187

#### THELMA VILLASENOR

tch0716@lausd.net 323.273.6355

#### GABBY SANTOS

gabbydsantos@gmail.com (626) 533-0714

#### YOLANDA LOFLAND

frankandyolie@yahoo.com 949.374.1732

#### LAURA JIMENEZ

lcvjimenez@aol.com 562.587.1225

#### MAIN CONTACT LAURA SANCHEZ (HHF)

laura@hearthstonehousing.org 949.553.9447 x203

#### TECHNICAL SUPPORT ASHLEY WALKER (HHF)

ashley@hearthstonehousing.org 949.553.9447 x202

SCHOLARSHIP REVIEW TIMELINE 3/31 **Application Deadline** Applicants must submit completed packets on the SurveyMonkey website 4/1 - 4/30 **Initial Review** Hearthstone staff processes all applications 5/3 **Assign Reviewers** Hearthstone provides SFC with top applicants' packets and assigns SFC as reviewers on the SurveyMonkey website 5/3 - 5/16 **Committee Review** SFC reviews applications and submits scores on SurveyMonkey website 5/17 - 5/27 Schedule Interviews Hearthstone schedules phone interviews for applicants based on SFC availability 5/28 **Interviews Begin** SFC conducts phone interviews with applicants and completes review sheets 6/11 **Review Deadline** SFC submits interview scores and suggests award amounts on SurveyMonkey website 7/1 **Notify Awardees** 

Hearthstone notifies applicants of selection





# REQUIRED ITEMS | Student | for SFC reference | only |

**Application Form** 

Full copy included in the additional resources section

Personal Statement

See full instructions on next page

2 Letters of Recommendation

See full instructions below

Federal Tax Return

Alternate verification may be accepted in special cases

**FAFSA Student Aid Report** 

Or equivalent such as the Dream Act Application

Supplemental Materials (optional)

Optional items such as a resume

Official Transcript(s)

Must show at least 3 semesters' worth of courses

Prior Application (if applicable)

Hearthstone will upload for renewal applicants

#### LETTERS OF RECOMMENDATION

Two letters of recommendation written by professional or academic references. Common references include teachers, employers, coaches and club advisers.

#### Formatting:

Each letter of recommendation should:

- Not exceed 1 page in length
- Be signed by recommender
- Be dated within the past 12 months
- Be written on letterhead or include reference's verifiable contact information

#### Hearthstone will review the letters for these requirements

PLEASE NOTE: Renewal applicants must submit new letters of recommendation. Submitting copies of last year's letters of recommendation will result in automatic disqualification. However, applicants are allowed to use the same reference so long as they provide a new letter.





#### PERSONAL STATEMENT

Your Personal Statement should supplement the information you have already provided on your application and allow the Committee Members a greater understanding of experiences that have shaped you, your growth and your academic and professional goals.

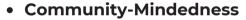
#### **Your Statement MUST Include:**

- Your goal(s) either personal, professional, or academic
- Your plan to achieve your goal(s)
- How the scholarship funds awarded by Hearthstone will be used
- The steps you have already taken towards your goal(s) for example relevant extra-curricular activities



The committee will be reviewing your personal statement for the above as well as your overall writing quality. Additionally, you will be graded on how

you will demonstrate:



- Persistence / Overcoming Obstacles
- Initiative / Leadership
- Financial Need

#### Formatting:

- 1 page, single-spaced, with 1 inch margins
- Typed in 12-point Times New Roman font
- Include your name in the top right corner



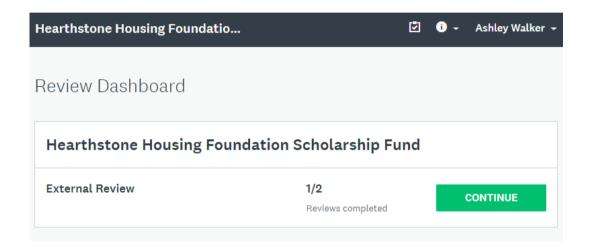


Please note: Hearthstone will be reviewing for basic qualifications and the Committee will be grading on content only

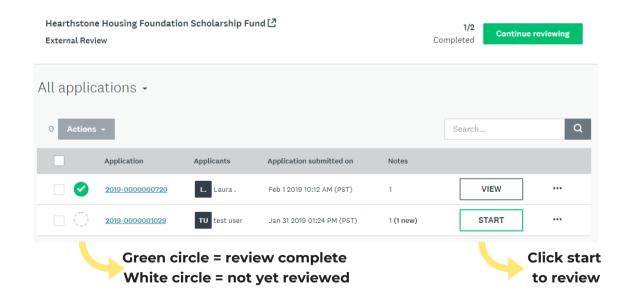




After you log in to SurveyMonkey, you will be taken to the Review Assignments page. This screen will show you an overview of the applications assigned to you.



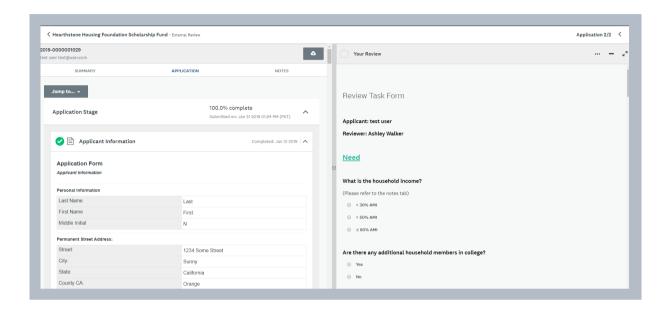
Click start or continue to see a list of all the specific applications assigned to you.

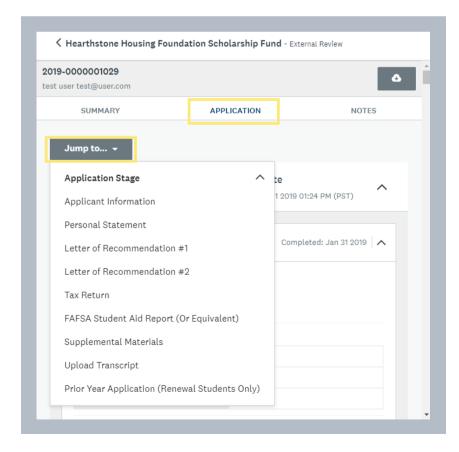


#### The review screen is divided into two panes:

Left: Application and Related Documents

**Right: Questions and Score Sheet** 





#### Left Pane

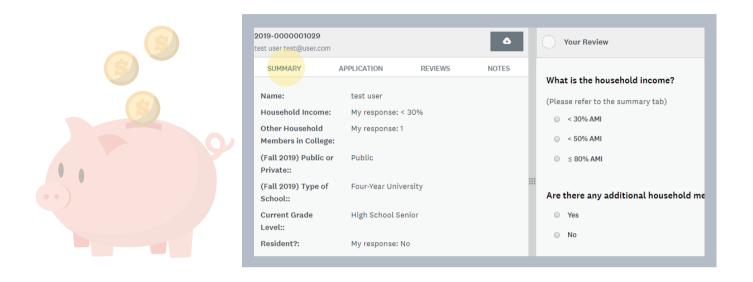
The left pane opens to the "Summary" tab by default.

Click the "Application" tab to access the application form and related documents.

You can either use the scroll bar or the "Jump to..." menu to navigate to different parts of the application.

#### **Need / Financial Information**

The first set of questions will assess the applicant's financial need. The answers to these questions can be found under the summary tab.

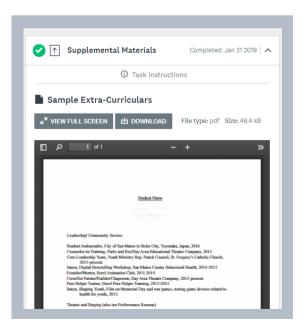


#### Extra-Curricular Activities

Information needed to answer these questions may be provided in two ways: entered on the application form (grid section) or uploaded under supplemental materials.

Please note: Both of these sections will be found on the left pane of the review screen.







/10	Need		
	What is the househ		This % will already be calculated. Please check summary for answer.
+ 6	< 30% AMI		,
+ 4	< 50% AMI		
+ 2	○ < 80% AMI		
	Are there any addi	tional household members in college?	
+ 1	○ Yes		
-	O N₀		
	What type of school	ol will the applicant be attending during	the aid year?
+ 3 + 3 + 2 + 1	O Public 4 Year Uni	versity - Out-of-State	
/10	Academics		
	The Applicant is cu	rrently in	
-	<ul><li>○ High School</li><li>○ College</li></ul>		
	What is the applica	ant's GPA	
	High School	College	
+ 6 + 5 + 4 + 3	<ul> <li>4.0 or above</li> <li>3.75 - 3.99</li> <li>3.5 - 3.74</li> <li>3.25 - 3.49</li> </ul>	<ul> <li>3.75 or above</li> <li>3.5 - 3.74</li> <li>3.25 - 3.49</li> <li>3.0 - 3.24</li> </ul>	
+ 2	3.0 - 3.24	O 2.75 - 2.99	

	Academics (continued)
	Does transcript show improvement or growth?
+ 1	○ Yes
-	○ No
+ ]	○ N/A - Continuous High Achievement
	Were challenging or AP courses attempted?  Not just AP/Honors. Could be any classes you deem challenging.
<sub>+</sub> 1	O Yes
T	$\bigcirc$ No
-	
	Has the applicant received any academic awards or honors?
+ 2	Yes, Many
+ 1	Yes, Some ————————————————————————————————————
_	Yes, Some May be under extracurriculars (grid) or supplemental materials.
/10	Extra-Curricular Activities Information may be entered on application or uploaded under "supplemental materials." Please review both areas before completeing the following questions.
	Please rate the applicant's volunteer work, internship, or work experience.
+ 4	○ Great
+ 3	○ Good
+ 2	() Fair
+ 1	O Poor
	Please rate the applicant's campus involvement and participation in clubs and sports.
+ 4	○ Great
+ 3	○ Good
+ 2	O Fair
+ ]	OPoor

	Personal Statement (continued)
	Applicant Demonstrates: Financial Need
+ 2 + 1	<ul><li>Yes, Much</li><li>Yes, Some</li><li>No</li></ul>
	Applicant Demonstrates: Writing and Communication Skills (Clarity / Organization / Grammar)
+ 2 + 1 -	<ul><li>Yes, Much</li><li>Yes, Some</li><li>No</li></ul>
/10	Letters of Recommendation
	Letter #1 demonstrates the applicant's (Check all that Apply)
+ 1 + 1 + 1	<ul><li>Character</li><li>Achievements</li><li>Potential</li></ul>
	Letter #1 - Overall Quality
+ 2 + 1	<ul><li>○ Great</li><li>○ Fair</li><li>○ Poor</li></ul>
	Letter #2 demonstrates the applicant's (Check all that Apply)
+ 1 + 1 + 1	Character Achievements Potential
	Letter #2 - Overall Quality
+ 2 + 1	<ul><li>○ Great</li><li>○ Fair</li><li>○ Poor</li></ul>

	Extra-Curricular Activities (continued)
	Did the applicant hold any leadership positions?
+ 1	<ul><li>Yes</li><li>No</li></ul>
	Did the applicant receive any awards or honors for their extra-curricular involvement
+ 1	<ul><li>○ Yes</li><li>○ No</li></ul>
/15	Personal Statement
	Check all that Apply
+ 1 + 1 + 1 + 1 + 1	<ul> <li>Applicant states goal (personal/professional/academic)</li> <li>Applicant has a plan to achieve this goal</li> <li>Plan is well thought out, achievable</li> <li>Includes how scholarship funds will be used</li> <li>Applicant has taken steps towards this goal (ex. relevant extra-curriculars)</li> </ul>
	Applicant Demonstrates: Community Mindedness
+ 2 + 1	<ul><li>Yes, Much</li><li>Yes, Some</li><li>No</li></ul>
	Applicant Demonstrates: Persistence / Overcoming Obstactles
+ 2 + 1	<ul><li>Yes, Much</li><li>Yes, Some</li><li>No</li></ul>
	Applicant Demonstrates: Initiative / Leadership
+ 2 + 1 -	<ul><li>Yes, Much</li><li>Yes, Some</li><li>No</li></ul>

/15	Bonus Points
	*Bonus* Is the applicant a resident in a Hearthstone Property?
+ 10	<ul><li>Yes</li><li>No</li></ul>
	*Bonus* Has the applicant previously been awarded a Hearthstone Scholarship?
+ 5 + 4 + 3 + 2 + 1	<ul> <li>Yes, 5+ years</li> <li>Yes, 4 years</li> <li>Yes, 3 years</li> <li>Yes, 2 years</li> <li>Yes, 1 year</li> <li>No</li> </ul>
/5	Overall
	Overall Impression
+ 5 + 4 + 3 + 2 + 1	<ul> <li>5 Excellent</li> <li>4 Great</li> <li>3 Good</li> <li>2 Fair</li> <li>1 Poor</li> </ul>
	Total Score:  Will be auto-calculated. Perfect Score = 60 pts + 15 possible bonus pts.
-	Would you like to interview this applicant?  O Yes O No
	Notes:



## PHONE INTERVIEW: GUIDELINES

#### **Greeting and Introductions**

Please begin the interview by greeting the applicant and introducing yourself. Ask the applicant what they know about Hearthstone. You may inform them that Hearthstone is a non-profit organization that currently owns approximately 170 affordable housing sites.

#### **Interview Questions**

The interview should last approximately 15-20 minutes and consist of questions which explore the following categories: Personal Statement, Academics, Goals, Extra-Curricular Involvement and Financial Need. Please allow yourself enough time to cover each category.

Sample questions have been provided for each of these categories. These questions should be used as a guide: You are not required to ask each question, nor are you limited to only these questions.

#### Wrap-Up

Ask the applicant if they have any questions or if they would like to add anything before ending. Please let the applicant know that the final decisions will be made by the end of July.

#### **Scoring**

You will be asked to score each applicant on their responses to your questions in each section and on their overall interview skills. Detailed scoring instructions including instructions on how to submit your score on SurveyMonkey have been provided later in this section.

You may choose to score each applicant in SurveyMonkey as you conduct each interview, or you may track the score for each applicant on the Quick Score sheet provided at the end of this packet and then transfer the interview scores to SurveyMonkey later.

### PHONE INTERVIEW: SCORING

#### Part 1: Section Scores

Please select one or more questions listed in each category on the Sample Questions sheet. Based on the applicant's responses, please provide a score on a scale of 1-5 for each section.

- 1. Personal Statement
- 2. Academics
- 3. Goals
- 4. Extra-Curricular Involvement
- 5. Financial Need

#### Part 2: Overall Scores

Please evaluate the applicant in the following areas. The scores below should reflect the overall interview and should not be based on a single response.

- 1. Communication Skills
- 2. Preparedness
- 3. Demonstrated Achievement
- 4. Responsiveness
- 5. Overall Impression

#### Part 3: Recommend an Award

Based on both the interview and your prior review of the application, please recommend an award amount between \$500-\$5,000. Please see the table below for estimated annual tuition costs and recommended award amounts.

Two-Year College

Estimated Tuition: \$3,770

Award: \$500 -\$1.500 Public Four-Year College (in-state)

Estimated Tuition: \$10,560

Award: \$500 - \$3.000

Public Four-Year College (out-of-state)

Estimated Tuition: \$27.020

Award: \$1,500 -\$4.000 Private Four-Year College

Estimated Tuition: \$37.650

Award: \$1,500 -\$5.000

\*Source : The College Board, Annual Survey of Colleges

#### Part 4: Comments (Optional)

If you discover any new information which you feel should be factored into the decision making process, please advise us in the comments section.

# PHONE INTERVIEW: SAMPLE QUESTIONS NEW APPLICANTS

These questions should be used as a guide: You are not required to ask each question, nor are you limited to only these questions.

#### **Personal Statement**

- 1) Tell me about yourself. Why did you choose to write about \_\_\_\_\_?
- 2) What are you passionate about?
- 3) Who is your role model? Why do you admire them?

#### Goals

- 1) What are your academic/personal/professional goals? What is your plan to accomplish them?
- 2) Tell me about a personal achievement that makes you proud.
- 3) Where do you see yourself in one year? Five years? Ten years?

#### Academics

- 1) How did you choose your major? How do you want to use it in your future career?
- 2) What is your favorite/least favorite subject? Why?
- 3) What is your greatest academic strength/weakness? How has this helped you/how are you addressing it?

#### Extra-Curricular Involvement

- 1) Are you involved with on-campus organizations, community organizations, sports, etc? Which do you enjoy the most? Why?
- 2) How do you prioritize your workload?
- 3) Do you hold any leadership positions? Describe.

#### **Financial Need**

- 1) Besides yourself, how many others are supported by your or your parent/guardian's income?
- 2) Are you or your parent/guardian responsible for paying tuition or student loans for other people in your household?
- 3) How are you expecting to pay for college? Have you applied for other scholarships? Do you know how much are receiving in grants? Loans? Other awards?
- 4) How much are you requesting from the Hearthstone Housing Scholarship Fund? How will you use the award?
- 5) Besides tuition, what other expenses you are anticipating?

# PHONE INTERVIEW: SAMPLE QUESTIONS RENEWAL APPLICANTS

These questions should be used as a guide: You are not required to ask each question, nor are you limited to only these questions.

#### Personal Statement

- 1) Over the past year, what was your greatest area of growth?
- 2) What is your most memorable experience from this past year? How did it affect you?
- 3) What has been your greatest challenge and how are you managing it?

#### Goals

- 1) What are your academic/personal/professional goals? What is your plan to accomplish them?
- 2) What are your plans after graduation?
- 3) Tell me about a personal achievement that makes you proud.

#### **Academics**

- 1) What is one thing you wish you knew before starting high school/college?
- 2) Do you believe your grades are an accurate depiction of the type of student that you are? If not, why?
- 3) What is your greatest academic strength/weakness? How has this helped you/how are you addressing it?

#### Extra-Curricular Involvement

- 1) Are you involved with on-campus organizations, community organizations, sports, etc? Which do you enjoy the most? Why?
- 2) How do you prioritize your workload?
- 3) Do you hold any leadership positions? Describe.

#### **Financial Need**

- 1) How did Hearthstone's Scholarship help you last year? What sort of financial help are you expecting this year?
- 2) How are you paying for college? Have you applied for other scholarships? Do you know how much are receiving in grants? Loans? Other awards?
- 3) Are you or your parent/guardian responsible for paying tuition or student loans for other people in your household?
- 4) How much are you requesting from the Hearthstone Housing Scholarship Fund? How will you use the
- 5) Besides tuition, what other expenses are you anticipating?



#### Applicant Information

#### Personal Information

Last Name	
First Name	
Middle Initial	

#### Permanent Street Address



Is your Mailing Address different than your Permanent Address?

Yes
No

Do you live in a Hearthstone property?

YesNo

If so, name of property

Are you a U.S. Citzen?

- Yes
- No

Are you a Permanent Resident?

- O Yes
- No

#### Applicant Information (continued)

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Primary Phone Number
Alternate Phone Number
Primary Email Address
Alternate Email Address

#### Date of Birth

Current Age

Applicant must provide provide parent contact info if under 18.

#### Contact Information

Name of Parent/Guardian
Parent/Guardian Phone Number
Name of Parent/Guardian
Parent/Guardian Phone Number

#### Gender

#### Ethnic Background

Caucasian
Latino/Hispanic

Asian/Pacific Islander

African-American

Indian/Native American

Middle Eastern

Other (identify)

Mutli-racial (identify)

Decline to state

Applicant Information (continued)

Have you applied for the Hearthstone Scholarship before?				
<ul><li>Yes</li><li>No</li></ul>				
If yes, did you receive an award?				
<ul><li>Yes</li><li>No</li></ul>				
If yes, please indicate year(s) you received award and amount(s).				
Year Amount  How did you learn about the Hearthstone Scholarship Fund?				
<ul> <li>Hearthstone Property Staff</li> <li>Internet Search</li> <li>Scholarship Database</li> <li>School Staff</li> <li>School Resource Center</li> <li>Other (identify)</li> </ul> Were you referred by Hearthstone Housing Property Staff or a Hearthstone Scholarship Recipient?				
<ul><li>Yes</li><li>No</li></ul>				

#### Education

Current Education Informatio	n	
Click here if not currently atte	nding school	If checked, applicant will be asked to explain any gaps from school.
School		
City		
State	<b>~</b>	
Attended From (date)		
Grade Level	<b>V</b>	
Cumulative GPA		
Anticipated Graduation Date		
Intended Degree	<b>~</b>	
Intended Major (if applicable)		
High School Education Inform	nation	
Click here if same as current	<b>———</b>	lf checked, applicant will skip this section.
School		
City		
State	•	
Attended From (date)		
Attended To (date)		
Prior College Attended		
Include college courses taken during	g high school	
Click here if no prior college co	ourses were attempted	If checked, applicant will skip this section.
School		
City		
State	<b>~</b>	
Cumulative GPA		
Classes Taken		
Units Completed		

#### Education (continued)

#### School Attending Fall 2021 (\*if applying to multiple, please put top choice)



#### Is funding being requested for a high school academically enriching activity?



#### Application Form

#### Transcript

Please provide a copy of your official transcript. In order for the committee members to get an understanding of your academic history, your transcript must include three (3) semesters worth of information. You may provide transcripts from multiple institutions if needed. Please Note: Unofficial transcripts will not be accepted.

This page provides information to applicants on how to submit their sealed official transcripts. Sealed transcripts are opened, reviewed and uploaded to the applications by Hearthstone staff.

I understand that my application will not be considered complete until my official transcript has been submitted

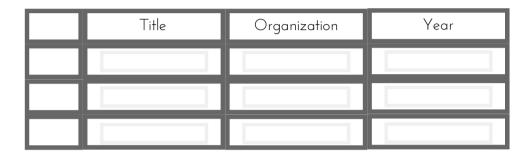
#### Financial Information

Award Amount Requested Scholarship Awards are between \$500 and \$5000		
I understand that if I am awarded a scholarship I am not gu requested above.	uaranteed t	o receive the amount
Estimated Expenses for Academic Year 2021-2022		
Tuition/Fees  Books/Materials  Room & Board  Miscellaneous  Total Education Expenses		
Have you applied for other grants/scholarships?		
<ul><li>Yes</li><li>No</li></ul>		If yes, applicant will enter additional details about funding sources.
Household Income for 2019 (Please refer to the corresp Student Aid Report)	onding lin	es on the FAFSA
Parent/Guardian (line 85) Personal Income (line 36) Other Income Total Household Income		
Household Size (line 95) # of individuals		
Is anyone else in your household attending college in Fo	all 2021(li	ne 74)
<ul><li>Yes</li><li>No</li></ul>		
If yes, how many individuals		

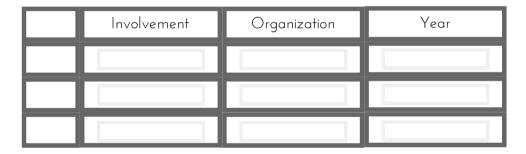
#### Extra-Curricular Activities

Please complete the form below with information regarding your most recent extra-curricular activities. You may choose to upload a résumé or list of extra-curricular activities instead. You may also upload any supplemental materials you would like the scholarship committee to review.

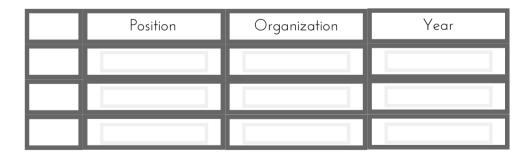
#### Awards / Recognition



#### Student / Campus Involvement



#### Leadership Positions



#### Extra-Curricular Activities (continued)

#### Volunteer Engagement

Engagement	Organization	Year	Hours/ Wk

#### Internship / Work Experience

Specialty/Focus	Organization	Year	Hours/ Wk

#### Study Abroad

Area of Study	Country	Year

#### Research / Special Projects

Topic/Focus	Organization	Year

#### Signature page

I, the undersigned, confirm that I will be a full-time student during the	2021-2022 school year.
I, the undersigned, understand that if I am awarded funds, they may graduate studies or studying abroad.	not be used for post-
I, the undersigned, certify that my answers are true and complete to the knowledge. If this application leads to a scholarship award, I understand misleading information in my application or interview may result in dis	nd that false or
Applicant Signature	
Date	_
Parent/Guardian Signature	Parent will only need to sign and date if applicant is under 18.
	_

#### Date

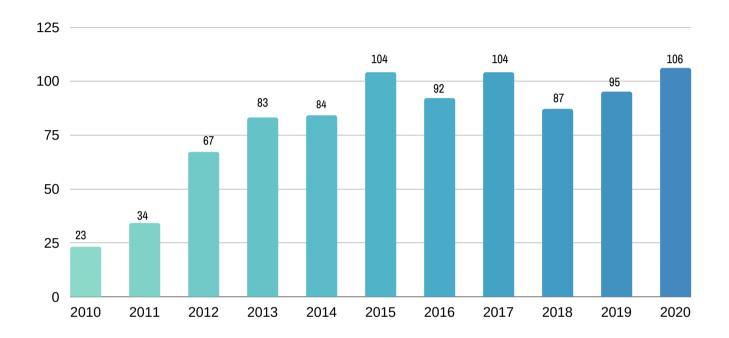
# SCHOLARSHIP FUND REPORT 2 0 2 0 - 2 0 2 1

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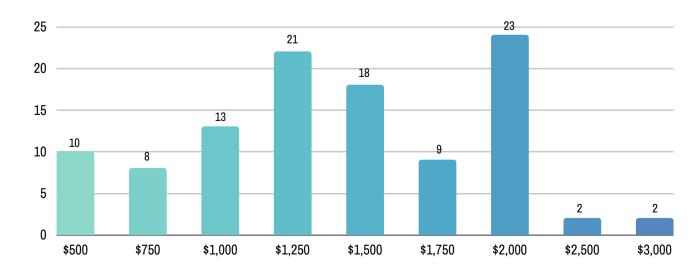
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# 2020-2021 Scholarship Fund

Since its inception in 2009, the Hearthstone Housing Foundation Scholarship Fund has awarded 879 scholarships to students in Hearthstone properties and the surrounding communities.

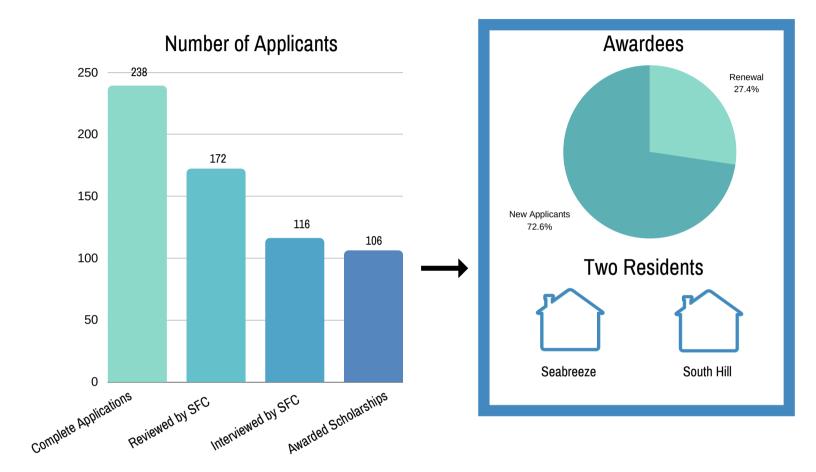


Scholarships ranged from \$500 to \$3,000, totaling \$150,000.



# 2020-2021 Scholarship Fund

Primarily from California, our awardees represent 31 counties across 5 states.

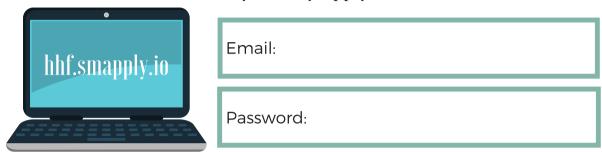


Nearly half of our awardees are considered "Extremely Low Income," with household incomes at or less than 30% of the area median income.

In Fall 2020, the majority of awardees will be freshmen attending a 4-year public university in their home state.

### TRAINING & SUPPORT

#### SurveyMonkey Apply



#### SFC Homepage

Visit our SFC website for helpful links, and an electronic copy of the manual and more.

Website: www.hearthstonehousing.org/sfc Password: sfc2022

#### Reset your Password



- 1) Go to hhf.smapply.io and click the "Forgot your Password?" link
  - An email will be sent with instructions on how to reset your password
- 2) If you are unable to receive this email, send an email to support@smapply.io
- ➤ Do Not: CC or copy anyone else on the email
- Do: Contact support from the email address linked to your account
- ✓ Do: Provide the URL of the site you are attempting to access: hhf.smapply.io

#### Technical Issues

