



Scholarship Checklist and Suggestions

READ THIS PAGE BEFORE PROCEEDING

The PLNA Foundation Scholarship Program was established to assist those students pursuing a degree in a horticulture oriented field. Therefore, the PLNA Foundation would like to ensure that each and every scholarship application that is submitted gets adequate consideration and is as informative as possible for the evaluators. The following is a checklist for your scholarship submission, including some suggestions.

Students who are eligible for the PLNA Foundation Scholarships:

- The student is in the second year of study in a two-year program; or is in the junior or senior year if enrolled in a four-year program.
- The student has a 3.0 major grade point average and at least a 2.5 overall cumulative average.
- The student has excelled in special projects or activities demonstrating ability to apply knowledge gained to real life or on-the job situations.
- The student's personality and willingness to continue in the nursery industry are positive factors.

Criteria for selection:

- The PLNA Foundation awards scholarships on the basis of merit, but does not discriminate based on race, sex, color, religion, national origin, age, handicap, or veteran status when awarding scholarships
- Applicants will be evaluated on academic skill, potential within the industry, extracurricular activities, and the recommendations of faculty advisors and employers
- Applications must be received no later than September 30

Included in your application package should be:

- Your completed printed application (Page 3)
- A professional resume (see page 4)
- An essay on your career aspirations, educational goals and influencing factors (see page 4)
- A completed Faculty Advisor Form (Page 5) (MUST be submitted with application and other materials in sealed envelope)
- Optional: A completed Employer Reference Form (Page 6) (MUST be submitted with application and other materials in sealed envelope(s))

Some suggestions for improving your application:

- Check the spelling in both your application and your essay. Your grammar and spelling will be taken into account.
- Have someone proofread your application and essays. A second set of eyes tends to help find grammatical errors and can help you to improve the quality of your application. A faculty advisor or your school's writing help center can be very helpful.
- Make sure that the employer(s) you ask to fill out the Employer Reference Form (if applicable) have ample time to answer all of the questions completely and accurately.
- Be sure to ask your employer(s) well in advance of the due date, as most will be very busy throughout the school year.
- Remember good recommendations from employers and faculty can do a lot to make up for deficiencies elsewhere in your application. The Employer Reference Form is not mandatory, but will be taken into consideration when necessary.
- In your essay, remember to impart a sense of enthusiasm and describe why your unique talents will allow you to get the most out of the scholarship. Be creative in your style and confident in your abilities.

READ THIS PAGE BEFORE SENDING IN YOUR APPLICATION

1. All materials must be submitted in one packet.

These items must be included:

- Completed Application
- Professional Resume
- Essay
- Complete Faculty/Advisor form in sealed envelope
- OPTIONAL: Completed Employer Reference Form(s) in sealed envelope(s)

2. All Faculty/Advisor or Employer Reference Form(s) must be in sealed envelopes, signed across the seal, and included in your packet.

3. Late materials sent separately from Employers or Faculty will not be accepted.

4. Faxed applications will not be accepted.

5. Submit your completed application packet to the following address no later than September 30.

Pennsylvania Landscape & Nursery Association
Foundation Trustees
1707 S. Cameron Street
Harrisburg, PA 17104

***NOTE: Any materials received AFTER September 30
will NOT be accepted for scholarship consideration.***

**FAXED APPLICATION/MATERIALS
WILL NOT BE ACCEPTED.**



Scholarship Application Form

****All information is required unless otherwise noted****

Name: _____

School Address: _____

City, State, Zip code: _____

Telephone: _____ Work Home Cell

Home Address: _____

City, State, Zip code: _____

E-Mail _____ Alternate E-Mail (optional): _____

College/University: _____

Faculty Advisor: _____

Program Length: ___ Two Year ___ Four Year

Major Field of Study: _____

Class: ___ Freshman ___ Sophomore ___ Junior ___ Senior

Degrees completed: _____

Credits completed : _____ Major GPA: _____ Overall GPA: _____

Expected Date of Graduation: _____ Year of high school graduation: _____

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**FAXED APPLICATION/MATERIALS
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PLNA Foundation Scholarship Application

Work Experience: Professional Resume

Please include a *professional* resume outlining your education, responsibilities, and extracurricular activities. Be sure to list any awards, honors, or scholarships that you have received previously, and any professional associations and/or university organizations to which you belong, including offices to which you have been elected or appointed.

Career Objectives and Educational Goals:

600 words or less, double-spaced on an attached page

Please provide an essay (600 words or less) answering the following questions:

1. What influences or factors in your life have led you down the path of a degree in a horticulture related field?
2. What are you currently doing to prepare yourself to enter the profession upon the completion of your education? (i.e. coursework, internships, networking)
3. What are your future aspirations and goals within the industry?

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**FAXED APPLICATIONS/MATERIALS
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Faculty Advisor Form

I recommend _____ (student) for a PLNA Foundation scholarship.

Please provide a letter of recommendation commenting on the student's potential for success in the landscape and nursery industry, his/her attitude, character, job interest, integrity, etc. Letter may be included as an attachment.

***** Please return this form and your letter to your student in a sealed envelope with your signature on the seal at your earliest convenience. Student applications are due Sept 30*****

Name: _____

Position: _____

Institution: _____

Work Phone: _____

E-Mail: _____

Signature: _____ Date: _____

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**FAXED APPLICATIONS/MATERIALS
WILL NOT BE ACCEPTED.**



Employer Reference Form (Optional)

For more than one reference, please copy this form. Complete one form per student.

Student: _____ **Date of Employment:** _____

Please provide a letter of recommendation commenting on the student's potential for success in the landscape & nursery industry, his/her attitude, character, job interest, integrity, etc. Letter should be included as an attachment to this form.

Also, please complete this form as a current or past employer of the above named student. Evaluate the student and assign a rating of 1-5, with 5 being the highest.

1. Character:	1	2	3	4	5
2. Leadership:	1	2	3	4	5
3. Job Interest:	1	2	3	4	5
4. Punctuality:	1	2	3	4	5
5. Attitude:	1	2	3	4	5
6. Aptitude:	1	2	3	4	5
7. Career Potential in Field of Study:	1	2	3	4	5

Additional Comments:

***** Please return this form and your letter to your student in a sealed envelope with your signature on the seal at your earliest convenience. Student applications are due September 30*****

Name: _____ E-Mail: _____

Company Name: _____

Title: _____

Address: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____