

January 2012

Dear Education Colleague:

On behalf of the Educational Test Services Employees' Community Action Fund, Scholarship & Recognition Programs is pleased to announce the **ETS Employees' Community Action Fund Scholarship Program (ECAF)**.

The ETS Employees' Community Action Fund (ECAF) was created in 2008 to bring ETS staff together to make a significant investment in their communities. Each year, an advisory committee made up of ETS employees identifies a new ECAF project that gives staff the opportunity to put their time and talent toward a significant goal. The ECAF project is funded by the generous donations received from ETS employees during the annual employee giving campaign, ETS Cares.

In 2012, donations received from ETS employees will fund this one-time offering of The ETS Employees' Community Action Fund Scholarships.

This scholarship opportunity is being offered to high school seniors in the state of New Jersey. Recipients will receive awards valued up to \$5000 and can pursue a vocational/technical career or a 2 or 4 year degree from any accredited schools/colleges/universities in the United States.

Copies of the brochure, a scholarship applications, and letter of instructions are enclosed. We encourage you to distribute this materials to any graduating senior. Feel free to copy the materials or contact us and we will send you additional copies. Applications and supporting materials must be received at the address above provided in the application no later than March 1, 2012.

Scholarship & Recognition Programs, a program unit of the Educational Testing Service, manages the application process for the ETS/ECAF Scholarship competition. If you have any questions about the program, or require additional applications, please contact me at 609-243-6548 or [JMahoney@ETS.org](mailto:JMahoney@ETS.org). Thank you for your assistance in identifying candidates for this scholarship opportunity.

Sincerely,



James L. Mahoney,  
Program Manager for the  
ETS Employees' Community Action Fund Scholarship Program



# Scholarship & Recognition Programs

*Listening. Learning. Leading.*

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Service

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January, 2012

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Dear Scholarship Applicant:

As a candidate for an **ETS Employees' Community Action Fund Scholarship (ETS/ECAF)**, it is necessary that you provide some additional information for the Scholarship Review Committee. Please read the instructions below and be sure to return the requested information to Scholarship and Recognition Programs (SRP) so it is **postmarked by March 1, 2012**.

The enclosed **Scholarship Questionnaire (SQ)** is designed for you to report information about your academic and personal background, extra-curricular activities and your plans for the future. Your responses to these items are important for the committee review. After completing the SQ, you should sign the authorization/certification section on page 4, and give the form to your guidance counselor or other school official who will:

- complete the additional information requested on page 4
- attach an official transcript of grades through **December 2011**
- sign the SQ and enclose a school profile, if one is available

**Two letters of recommendation** are also required. You may ask a guidance counselor, a teacher, or an adult who is familiar with your academic work to submit the first letter for the committee's consideration. The second letter may come from a similar academic source, or from a personal contact (not a friend, classmate, or family member) that has knowledge of your activities outside the classroom (e.g. extracurricular activities, community service, work experience, etc.).

*It is your responsibility* to follow-up with the school official to be certain that all of the requested materials are mailed to Scholarship & Recognition Programs in the pre-addressed envelope so that it is **postmarked on or before March 1, 2012**. Be certain to inform the school official of the deadline date and ensure that he/she has sufficient time to complete the information requested and mail the designated materials. Please retain a copy of the SQ and recommendations for your own files.

**Financial Need:** The ETS Employees' Community Action Fund Scholarship Program requires that financial need be considered when determining scholarship recipients. Applicants should send a copy of your processed FAFSA Student Aid Report (SAR) to the ETS/ECAF Scholarship to the address above.

An award up to \$5,000 will be granted to students selected as scholarship recipients. If financial information is not submitted, the student will not be given consideration for an award.

This information is not reviewed by the scholarship selection review committee. If you filed the Free Application for Federal Student Aid (FAFSA) and have received your Student Aid Report (SAR), you can submit a copy of your SAR with your secondary application. You can find updated information regarding the status of your FAFSA application, as well as instructions on printing a copy of your SAR, online at <http://www.fafsa.ed.gov/>. **The deadline for submission of financial documentation is March 1, 2012.**

All materials submitted to support an application in the competition are only used in the selection process. If you are named a scholarship recipient, your folder will remain in active status during the period the scholarship is in force and will be retained for one year thereafter. All records are confidential and available for reference by SRP and, as appropriate, by the sponsor.

We look forward to your participation in this program and wish you good luck in the competition.

Sincerely,

James L. Mahoney  
Program Manager  
For the ETS Community Action Fund Scholarship Program

Enclosure

