



2012 Scholarship Award Eligibility Requirements



NOPA & OFDA: The Independent Office Products and Furniture Dealers Alliance
301 N. Fairfax Street - Suite 200, Alexandria, VA 22314-2696 - 703-549-9040 or 800-542-672

YOU MUST:

1. Submit all financial information by 03/12/12
2. Sign the application in appropriate sections (#15 and bottom of the last page)
3. Have your parents/guardians (if applicable) sign the financial section (#15)
4. Include all transcripts (#5 on form and #1 below)
5. Include a letter of recommendation (#2a on form)
6. Be an employee or immediate relative of an employee of a current Association member firm.

Forward Application to:

Scholarship Judges
NOPA and OFDA
301 N. Fairfax Street, Suite 200
Alexandria, VA 22314-2696

Phone 703-549-9040 or 800-542-6672

*Please mail flat. We recommend sending via certified mail or other method that will verify receipt of application. Applicant should retain a copy of the completed application and attachments for their records. Applications and transcripts must be mailed to us. **Faxed copies will not be accepted.***

What are NOPA and OFDA?

NOPA and OFDA are sister associations that represent over 1,500 office products and furniture dealers and their trading partners. Our members supply the tools and services for the office, the nerve center of the world's industries. From the office comes information which leads to decisions and directives that keep the world's entire economy in motion.

Who Can Apply?

Any person who is an employee or immediate relative to an employee of an Association member firm may apply. Membership status will be verified. Candidates must have graduated from high school or its equivalent before July 1 of the year in which they would use the scholarship. They must have an academic record sufficient to be accepted by an accredited college, junior college or technical institute. *Students already in college or graduate school are also eligible to apply. **Previous scholarship winners are not eligible.***

The Judging

Judging is done by a financial aid professional from a major Washington, DC university. This professional takes into consideration academic success, interest, special abilities, financial need and other factors in arriving at an independent decision regarding scholarship recipients. **All applicants will be notified by June 30th whether or not they have been awarded a scholarship.**

Please Read the Following Instructions

The person applying for the scholarship must complete the three page application form and mail it, along with any attachments, to the address noted above. Please mail your completed form and other required information as early as possible. We must receive all documents by **March 16, 2012.**

In addition to completing the three-page application, the following is required:

1. A transcript of grades, credits, and rank in class through and including the first/fall semester of your senior year (high school applicants) or all transcripts covering a minimum of the previous two scholastic years (applicants now in college).
2. A letter of recommendation from a person employed by an Association member firm. This person may be related to you. (See question #2 on the application form.)

IMPORTANT: All Materials Must Arrive by March 16, 2012

Please type in or use a black ball point pen. If you need more space to answer a question, use a separate sheet of paper. ***Be sure your name appears on all attachments, particularly on anything mailed to the Association separate from the application.***

This form may be reproduced.



2012 Scholarship Award Application



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301 N. Fairfax Street - Suite 200, Alexandria, VA 22314-2696 - 703-549-9040 or 800-542-672

Mr	Ms	Last	First	Middle	
Street			City	State	Zip
Telephone		Alternate Phone	Social Security Number		Age

Association scholarships are awarded to employees or relatives of an Association member firm.

- Please give the name of the firm and person through which you qualify and state your relationship to employee (i.e., son, daughter, niece, nephew, grandson, granddaughter, stepson, or stepdaughter).

Firm	Employee	Relationship
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Firm Address (Street, City, State, Zip)

- Give the names of two people as references. Reference "A" must be an Association member (may be related to you from the sponsoring firm).

a. Association member reference (name, title, firm, address, phone number) : _____

b. General references, i.e., teacher, neighbor (name, address, phone number): _____

Letter of recommendation from Reference "A" (on company letterhead) is enclosed.

- High School you attend(ed): _____

City	State	Graduation Date
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- If you have attended or are now attending a college, give the following information:

Name of College(s)

Major field of study

Dates Attended

- Enclose a transcript of grades, credits and rank in class **through and including the first/fall semester of your senior year**. If you are attending college or graduate school, send transcripts covering **a minimum of the previous two scholastic years**.

Transcripts Enclosed or

Transcripts will arrive at Association headquarters by **March 16, 2012**. If transcripts give maiden name, please provide: _____.

- List your SAT and/or ACT Scores:

SAT

Verbal: _____

Math: _____

Writing: _____

Combined Total: _____

ACT

English: _____

Math: _____

ACT Composite: _____

Rank in Class _____/

Grade Point Average:

___ on a ___ scale (High School)

___ on a ___ scale (college if applicable)

Mr

Ms

Last

First

Middle

7. If you submitted application to one or more colleges, but have not yet been accepted, list them and indicate your first choice, if known.

8. If you have been accepted by a college, fill out the following:

Name of College

When you plan to enroll

Major field of study or degree sought

9. Have you made a career choice?

Yes No

If yes, list your career choice.

10. List any academic honors you have received: _____

11. If now working, provide name and address of your employer and your job title:

12. Give a brief description of your work experience, part-time or full-time:

13. Please provide additional information on your education, experience, achievements or goals which you would like the judges to consider. Use separate sheet if necessary.

Mr Ms Last First Middle

14. Financial Information

Because the Association Scholarship is based partially on financial need, it is essential that you provide the following information for the judges. This information will be kept confidential. Note: If you are financially independent of your parents, it is not required that they supply financial information.

	Income (Yearly)	Employer(s)	Title/Job
Applicant			
Father			
Mother			
Other Guardian			
Other Family Income			

We certify these figures to be a complete and accurate report of our total family income.

 Father/Guardian (signature) Mother/Guardian (signature) Applicant (signature)

15. Applicant's dependents, if applicable, or additional dependents of parents (only if parents filled out question #14).

Name	Age	Relationship to Applicant

16. First choice school: _____
 City and State: _____

Please estimate costs for the coming academic year at first choice school

Expense	Estimated Costs
Tuition	
Room	
Board	
Books	
Transportation	
Other (explain)	

Please estimate financial resources available to meet the costs listed for the first choice school.

	Estimated Resources
Parents/Guardians	
Your Savings	
Your Earnings	
Social security or Veterans Benefits	
Institutional Financial Aid (scholarships, grants, loans, etc.)	
Federal or State Aid	

On a separate sheet of paper list any other information related to finances that you want the judges to consider.

To the best of my knowledge, the information contained in this application is correct.

 Applicant Signature

 Date



2012 Scholarship Award Submission Checklist



Take a moment to check the list below before sending application to IOPFDA. If any part of the application is not completed the application will be returned to the applicant for further information.

- Included social security or social identification number.
- Parent(s) signature and my signature at financial information box.
- Signed and dated application on last page.
- Included recommendation letter.
- Included transcripts from school.
 - o Requested transcripts from school to be sent to IOPFDA.