

SCHOLARSHIP PROGRAM



“SUPPORTING ACADEMIC EXCELLENCE”

Eligibility

- Must be a dependent of an agency employee or a Westfield Insurance* employee
* includes all employees of Ohio Farmers Insurance Company and its subsidiaries.
- Must be entering the first year of college after May 2013 OR returning after a break of at least one year
- Must have a minimum ACT composite score of 27 or a minimum SAT combined critical reading + math score of 1210
- Must have a minimum cumulative 3.5 grade point average on a 4.0 scale (weighted or unweighted)
- Applicants may choose to study any academic major in college

Ineligible

- Dependents of agency employees with an ownership share of 10% or more
- Dependents of Westfield employees who are level three leaders and above



Purpose

To recognize and reward excellence in academics, personal achievement, leadership and community involvement through college scholarships in pursuit of a bachelor's degree.

Overview/Background

Agents at a Westfield Agents Association meeting expressed the desire to begin a scholarship program to benefit dependents of agency employees and dependents of Westfield employees who are pursuing a bachelor's degree. The Agents Association, with the support of Westfield Insurance, now annually awards six (6) scholarships. Each scholarship is distributed over a four-year period (\$1,500 annually, not to exceed \$6,000 per person), beginning with the first fall semester/quarter (August/September).

To retain the scholarship through four (4) years, recipients need to maintain a 3.0 GPA, perform one community service activity per semester/quarter and annually verify that their parent/guardian is an employee of Westfield Group or a Westfield Insurance-appointed agency.

Program Timeline

November 15, 2012

Applicants may begin submitting application materials.

January 15, 2013

Applications due.

March 1, 2013

Applicants not meeting eligibility will be notified by e-mail.

March 29, 2013

Recipients will be contacted by phone. Non-recipients will be notified by mail.

July 15, 2013

Scholarship recipients' paperwork is verified.

August 9, 2013

Scholarship funds are mailed.

October 2013

Recipients are announced in *The Agent Newsline*.

Application Instructions

A note to parents, save these guidelines and forms to your computer or a USB drive in order to provide them to your applicant as an electronic form verses hard copy.

All forms are formatted to be typed directly onto using Adobe Acrobat Standard. While handwritten applications will not automatically be disqualified, a typed application provides a better representation of the applicant and ease of judge review. If it can't be typed, please provide a note of explanation.

The applicant must collect forms from external sources and **send one complete packet of application materials postmarked on or before January 15, 2013.**

There are four parts to a complete application:

- **Form I - Application Form** (1 form to be completed by applicant and employee)
- **Form II - Transcript Form** (1 form to be completed by high school guidance counselor)
- **Form III - Reference Forms** (2 forms to be completed by two individuals)

Remember, it is your responsibility to see that all materials are completed and submitted on time. Any missing components after January 15, 2013 will result in disqualification.

The following items are required as part of the application:

- 1 List of Awards, Activities and Honors - List all community, school and work activities along with awards and/or honors achieved.
- 2 One Essay - Provide a 500-600 word essay on the following topic:
Describe your greatest influence (person or event) and how it will shape your future.
Your essay will help the committee determine why you are the best qualified candidate for this scholarship.
- 3 High School Transcripts - GPA, Class Rank - Forward a copy of your high school transcripts.
- 4 ACT or SAT Test Scores - Send a copy of your ACT and/or SAT test scores.
- 5 Two Letters of Reference - Submit two (2) letters of reference from non-family members.

Form I - Application

- Complete entire application (type or print with black ink for legible reproduction).
- If an item is not applicable, mark "N/A" in the response space.
- Review your application carefully, sign, date, and have parent/legal guardian sign and date.
- Make a photocopy for your records.

Complete application must be postmarked by **January 15, 2013.**

Form II - Transcripts

- Complete Section A, sign and date. Your parent or legal guardian must also sign.
- Deliver the form and an envelope to your high school and request they complete Section B, place in a sealed envelope along with current transcript and return to you.

Form III - Reference Forms

- Complete Section A of each of the two reference forms.
- Deliver a reference form and an envelope to two non-family members and request they complete Section B, place in a sealed envelope and return to you.

Use only the forms provided; do not submit additional materials or reference letters.

Mail one complete application with all forms



All application materials must be postmarked on or before January 15, 2013

Judging Process - Application Materials

The panel of judges will be made up of three (3) representatives:

- One (1) Agents Association member
- One (1) human resources representative from Westfield Insurance
- One (1) community investment representative from Westfield Insurance

In the event of a tie, the Agents Association member will cast the deciding vote.

- 1 Each judge will review only complete application materials submitted. If application materials are not complete, they will not be considered. It is the applicant's responsibility to see that all materials are submitted on time. Upon review of the materials, each judge will individually assign a score for each category.
- 2 After the judges have given a score for each of the five categories, they will assign an overall score.

Disbursement and Control of Funds

Scholarship installments are distributed at the start of the fall semester/quarter (August/September). For scholarship recipients to receive subsequent installment payments, the student must maintain a 3.0 grade point average and perform one community service activity per semester/quarter. The scholarship recipients submit a copy of his/her academic grades and community service verification at the close of the academic year (May/June).

Scholarship installments are distributed at the start of the fall semester/quarter (August/September). For scholarship recipients to receive subsequent installment payments, the student must maintain a 3.0 grade point average, verify parent/guardian employment with Westfield Group or a Westfield Insurance-appointed agency, and perform one community service activity per semester/quarter. The scholarship recipients submit a copy of his/her academic grades, community service and parental employment verification at the close of the academic year (May/June).

Changes in Recipient's Eligibility

If a scholarship recipient is unable to attend college before beginning the first scholarship year, the scholarship will be awarded to the next eligible candidate.

If a scholarship recipient does not maintain eligibility requirements during an academic year, the recipient will forfeit the funds for the following academic year. If during the following academic year, the recipient meets the eligibility requirements again, the recipient will receive the scholarship installment for the next year.

NOTE: If a student fails to maintain eligibility as a result of circumstances over which the student has no control (i.e. military service, extended illness) special consideration may be given by Westfield Insurance and the Westfield Agents Association. This is solely at the discretion of Westfield Insurance and the Westfield Agents Association. Notify Gretchen Long at Westfield Insurance as soon as possible.

General Information

Westfield Insurance and the Westfield Agents Association reserve the right to amend, revise or terminate Westfield Insurance and Westfield Agents Association Scholarship Program without prior notice.

No scholarships under this policy will be denied because of race, gender, national origin, religion, disability or handicap of the applicant.

Questions?

Contact Gretchen Long at

330.887.0484 or

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