



## Colorado Federation of Garden Clubs, Inc.

RE: National Garden Clubs, Inc. Scholarship Program

The attached PDF packet contains the application form and instructions to apply for the 2023 National Garden Clubs, Inc. scholarship. The scholarship program is a nation-wide competition hosted by the National Garden Clubs of America (NGC) and in Colorado by the Colorado Federation of Garden Clubs (CFGC). The award in Colorado is a scholarship of \$2000 with one award. At NGC it is \$4500 with multiple awardees.

The purpose of the program is to support the financial needs of higher education students majoring in agricultural-/horticultural-related fields.

The forms must be completed and received by Chuck Pelto, the chair of the CFGC Scholarship Committee, by e-mail, at [cbpelto@pueblogger.site](mailto:cbpelto@pueblogger.site) no later than end of the day, midnight, 7 February 2023. E-mails received after that will not be considered for the scholarship. So plan send the e-mail well before that time, as sometimes e-mails are slow in delivery.

As stated earlier, the application is a PDF. Where applicable, fill in the blanks and select the proper multiple choice item. Consult your institution's Financial Aid Office for certain information regarding aid from the institution.

Please use the forms provided for you: Cover Letter, Extra-Curricular Activities and Letters of Recommendation.

We require two (2) Letters of Recommendation. Please use the attached extra PDF form. Send out as many requests of the extra PDF form for such letters as you wish to whomever you think can assist your application. But select just two of them to send back to the committee chair as attachments to your application. Copy and paste the contents into the two Letters of Recommendation in the application. The text is limited to only one page. If there is too much text, please edit the Letter of Recommendation so that only one page is used.

When preparing to send in the application, please be sure that the documents are assembled in the following manner:

- [1] Your cover letter, explaining your justification for the scholarship.
- [2] The completed in application forms.
- [3] Your documented Honors, Extra-Curricular Activities and Work Experience
- [4] Your documented Extra-Curricular Activities.
- [5] Your two (2) Letters of Recommendation. There is a separate copy you can distributed to your intended letter writers. Copy and Paste the two replies you choose to submit into the appropriate pages of the application packet.
- [6] Digitally sign the application in or near the two indicated places for signature using the form or service of your choice.
- [7] Scan and attach as a PDF your Transcripts at the end of the completed application.

If you have questions about this process, please contact Chuck Pelto at [cbpelto@pueblogger.site](mailto:cbpelto@pueblogger.site).

Some advice:

[1] Due to the untimely nature of the distribution, I'm allowing an additional week to the return date. From 1 February to 7 February 2023.

[2] Experience has shown that Adobe Reader might not perform the task of filling out the form and saving it properly. The free Foxit Reader has proven more reliable.

[3] In your e-mail submissions, please prefix the Subject with "[CFGC Scholarship 2023]", so that it will stand out in the e-mail In-Box.