



**CSI INDIANAPOLIS CHAPTER,
EDUCATION FOUNDATION, INC.,
2019 MEMORIAL TRUST SCHOLARSHIP
in Memory of Joseph J. McGuire, FCSI**

ABOUT CSI:

The Construction Specifications Institute (CSI) is a national individual-membership technical society founded in 1948. CSI seeks to enhance communication within the non-residential building design and construction industry. CSI members include architects, engineers, specifiers, interior designers, contractors, building owners, facility managers, and product manufacturers and representatives.

ABOUT THE INDIANAPOLIS CHAPTER:

Chartered in 1961, the Indianapolis Chapter CSI is the one of the largest and most successful chapters of the Institute. The Indianapolis Chapter has granted academic scholarships since 1991, with annual awards of up to \$4,000.

ABOUT THE FOUNDATION:

The CSI Indianapolis Chapter, Education Foundation, Inc., is a tax-exempt 501(C)3 charitable organization chartered in 2010 to further the educational goals of the Chapter.

ABOUT JOE MCGUIRE (1919-2018):

A founder and past President of the Indianapolis Chapter, Joe McGuire was a successful Architect and Specification Writer. Joe was a dedicated, enthusiastic and beloved member of our Chapter. Nationally, Joe was elevated to Fellow of the Institute and was also awarded Distinguished Membership, CSI's highest honor.

ABOUT THE SCHOLARSHIP:

The Foundation is now accepting applications for our 2019 Memorial Trust Scholarship. Scholarship award(s) will be determined in April 2019.

Applications may be found online at www.csieducationfoundation.org.

Recipient(s) will be invited to attend our June 2019 Awards Dinner to be recognized. Attendance is encouraged but is not required.

Awards are not renewable, but an applicant or recipient may re-apply in subsequent years.

APPLICATION DEADLINE:

Completed applications must be received on or before **Friday, March 15, 2019**.

ELIGIBILITY REQUIREMENTS:

1. Applicants must meet all eligibility requirements at the time of application.
 2. Applicant must be currently enrolled at a college within the State of Indiana; or, be an Indiana resident currently enrolled in college elsewhere, pursuing an design or construction related degree, e.g., architecture, engineering, interior design, construction administration, etc.
 - a. Determination of degree eligibility is at the sole discretion of the Foundation.
 3. Applicant must have completed a minimum of 30 credit hours.
 4. Applicant must have a minimum cumulative GPA of 2.5 on scale of 4.0.
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INFORMATION AND INSTRUCTIONS

GENERAL INFORMATION :

1. Determination of scholarship award(s) and notification of successful applicant(s) will be made no later than April 30, 2019. Notification will be via telephone or email.
2. Applicants will not be interviewed.
3. Applications are to be received at ***scholarships@csieducationfoundation.org*** on or before 12:00 Midnight, **Friday, March 15, 2019**.

COMPLETE APPLICATION MUST INCLUDE:

1. **ESSAY:** an essay of no more than 200 words about your life goals, career expectations and the reasons you would benefit from this scholarship.
2. **TRANSCRIPT:** an overall transcript of college coursework and grades (may be an unofficial copy).
3. **RESUME:** include work experience, community service, honors and awards, amount and year of award of all prior scholarships received, extracurricular activities or achievements, etc..
4. **RECOMMENDATION LETTERS:** Two letters of recommendation, by professors, instructors or employers familiar with you and your qualifications, as follows:
 - a. Letters must be emailed by the author directly to the Foundation.
 - b. Email address: ***scholarships@csieducationfoundation.org***.
 - c. "Recommendation Letter for <Applicant Name>" must be included in the subject line.
 - d. It is the applicant's obligation to ensure their letters are properly emailed by their respective authors.
 - e. The Foundation cannot be responsible for unsend or misdirected letters.
5. **LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR REVIEW**

CRITERIA FOR AWARDING THE SCHOLARSHIP:

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| 1. Complete Application and Essay | 25% |
| 2. Grades, GPA and Academic Record | 25% |
| 3. Honors and Extracurricular Activities | 25% |
| 4. Recommendation Letters | 25% |
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**APPLICATION FOR CSI INDIANAPOLIS CHAPTER,
EDUCATION FOUNDATION, INC. SCHOLARSHIP**
Application Deadline: 12:00 Midnight, March 15, 2019

1. GENERAL INFORMATION

Applicant _____
Last First MI Date of Birth

Campus Address: _____
Street City, State, Zip

Home Address: _____
(if different) Street City, State, Zip

Phone: _____ Email: _____

How did you learn of our Scholarship? _____

2. EDUCATIONAL INFORMATION

Graduate of _____
High School City, State

Year Graduated: _____ or GED Completed: Year _____

College currently attending: _____

Major Course of Study: _____ Minor: _____

Credits Hours Completed: _____ GPA: _____ Expected Date of Graduation: _____

(Applicant Signature) (Date)

(Print or Type Name)

3. SUBMISSION CHECKLIST (must be completed)

- Completed Application 200 Word Essay Transcript Resume
- Submit Application, Essay, Transcript & Resume to: ***scholarships@csieducationfoundation.org***
- Recommendation Letter #1 to be submitted by: _____
- Recommendation Letter #2 to be submitted by: _____
- Letters to be submitted directly by the author to: ***scholarships@csieducationfoundation.org***

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR REVIEW
