

EDS*f*

**2015
Scholarship Application Packet**

**Document Management &
Graphic Communications Industry Scholarships**

Application Deadline: Friday, May 1, 2015



Document Management & Graphic Communications Industry Scholarships

As of 1/15/2015, the list of scholarships is still being updated. By submitting this application, you will be applying for all of the scholarships listed below plus any Document Management and Graphic Communication scholarships added for the 2015 Fall Semester.

Complete this scholarship application ONCE if you are applying for any of the following EDSF scholarships:

- EDSF Board of Directors Scholarships
- Alliance Franchise Brands Windsor Ontario Scholarship
- Andy and Julie Plata Honorary Scholarship
- Charles H. 'Chuck' Forman – Crawford Technologies Scholarship
- Charlie Corr Memorial Scholarship
- Don F. Lowe Scholarship
- Franchise Services, Inc. PIP Scholarship
- Franchise Services, Inc. Sir Speedy Scholarship
- Frank Romano Lifetime Achievement Scholarship
- Hoods Memorial Scholarship
- Joel Cartun Scholarship
- Lynda Baboyian Memorial Scholarship
- Rod Key Memorial Scholarship

Do not use this application to apply for the OutputLinks Communications Group Sponsors Scholarships. A separate application for these scholarships can be found on www.edsf.org.

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General Scholarship Information

Industry Overview

The EDSF scholarship program was initiated in 1999 to recognize and support the next generation of professionals for the Document Management and Graphic Communication industry.

What has traditionally been referred to as the printing business encompasses many segments: general commercial printing, quick printing, digital imaging, magazine, newspaper and book printing, financial and legal printing, screen printing, business forms printing, label and tag printing, packaging, greeting cards, and trade and finishing services.

Due to the rapid technological changes and broadening of the scope of services provided by many of the companies in the field today, it is more commonly referred to as the Document Management and Graphic Communication industry. Companies in the business have expanded services to include creative design, e-commerce, web page design and hosting, mailing, fulfillment, and a host of services that provide horizontal marketing well beyond the core printing model. This is a description that more accurately represents the broader range of what “printers” do today.

EDSF Supporters & Contributors

The EDSF scholarship program is supported by companies and individuals involved in the Document Management and Graphic Communications industry including 4over, Alliance Franchise Brands, BCT, Bell + Howell, Canon, Conduit, Inc. – Publisher of CANVAS Magazine, EFI, Franchise Services, Gimbel & Associates, GMC Software, InfoTrends, InnerWorkings, Pitney Bowes, PrinterPresence, Sappi Fine Paper North America, Unisource Worldwide, A Veritiv Company, Web2Print Experts, Xeikon, and Xerox Corporation. For a complete listing of companies and individuals who support EDSF, view the [Contributors](#) and the [EDSF Board of Directors](#) found on www.edsf.org.

In addition to the scholarships funded by the EDSF supporters, EDSF administers scholarships for the following companies and individuals: Alliance Franchise Brands, Crawford Technologies, Dscoop, Franchise Services, Inc., HP, The Lewis M. Gabbe Foundation, The Hoods Memorial Fund, OutputLinks Communications Group and Signs Now.

Scholarship Focus – Document Management and Graphic Communication Careers

EDSF scholarships are awarded to **full-time students** who are committed to pursuing a career in the Document Management and Graphic Communications marketplace. The career choices are very broad and include, but are not limited to, Computer Science & Engineering (for example: Web master/designer, software development, database managers, materials engineer, applications specialist, IT designer, Chief Technology Officer) and Graphic & Media Communications (for example: graphic designer, art directors, illustrator, color scientist, print production, prepress imaging specialist, workflow specialist, document preparation, production and/or document distribution, content management, e-commerce; imaging science, printing, Web authoring, electronic publishing, archiving, security), and those students interested in Business (sales and marketing, including trade shows, customer service, project or product development/ management).

Eligibility

To be eligible for an EDSF scholarship, students must have the following:

- An interest in pursuing a career within the Document Management and Graphic Communication industry
- Minimum 3.0 cumulative GPA on a 4.0 scale
- Full-time student attending an accredited college or university anywhere in the world as of the Fall 2015 semester
- International students may apply

Criteria

Scholarships are based on a combination of the following: scholastic achievement, application essay, participation in school activities, community service, honors and organizational affiliations, education objectives and academic and professional recommendations. Depending on specific sponsor criteria, other elements may be considered, such as geographic location, college preference, organization and presentation.

Previous EDSF Scholarship Recipients Must Reapply

Students who have received EDSF scholarships in the past must reapply each year as the scholarships are not automatically renewed. A revised, updated application, including essay responses and recommendation letters, must be submitted. *Students who submit an application identical to the previous years' application will be disqualified.*

Scholarship Selection

The [EDSF Scholarship Committee](#), made up of individuals active in the Document Management and Graphic Communication industry, reviews the applications and selects the award recipients.

Scholarship Recipient Notifications

Awards will be announced no later than July 31, 2015. All scholarship recipients will be notified by email and/or phone within 24 hours of the selection committee's decisions. In addition, a complete list of scholarship award recipients will be posted at www.edsf.org.

Scholarship Payment

The scholarship award will be mailed directly to the recipient's college in one installment prior to the start of the Fall 2015 semester. The scholarship payment will be made to the University no later than August 15, 2015. The scholarships are payable only in U.S. dollars. Scholarship awards may be used for tuition and books for either the Fall 2015 or Spring 2016 semester.

Additional Information

For additional information, please contact EDSF:

EDSF
1845 Precinct Line Road
Suite 212
Hurst, TX 76054
817-849-1145
info@edsf.org
www.edsf.org

Scholarships

Students should submit one application for all Document Management and Graphic Communication scholarships. Every application is thoroughly reviewed and placed in the running for each of the scholarships for which the student is deemed eligible. Students may receive more than one scholarship.

Number of Scholarships Available

EDSF awards a minimum of 40 scholarships a year. EDSF sponsors a number of Board of Director scholarships, as well as administers scholarships for the following companies and individuals: Alliance Franchise Brands, Crawford Technologies, Dscoop, Franchise Services, Inc., HP, The Lewis M. Gabbe Foundation, The Hoods Memorial Fund, OutputLinks Communications Group and Signs Now.

Scholarship Preference

Preference is given to college-level juniors, seniors and advanced degree students pursuing a degree in the field of Document Management and Graphic Communications. Incoming freshmen and sophomores who can show interest, experience and/or commitment to the Document Management and Graphic Communication industry are encouraged to apply.

Scholarship Descriptions

Note: As of 1/15/2015, scholarship awards are still being finalized. Scholarship names and award amounts may change.

The following scholarships are available:

EDSF Board of Directors Scholarships - awards range from \$1,000 – \$5,000

Multiple scholarships awarded

Academic focus includes Document Management and Graphic Communications careers.

Alliance Franchise Brands Windsor Ontario Scholarship – \$2,000

Sponsored by Alliance Franchise Brands of Windsor Ontario

Students must attend St. Clair College in Windsor, Ontario and be pursuing a degree in Graphic Design.

Andy and Julie Plata Honorary Scholarship – \$2,000

Sponsored by EDSF Board of Directors

This scholarship is a Graphic Arts Entrepreneurial Spirit Scholarship, provided to a student in a graphic arts related program who displays an entrepreneurial spirit.

Charles H. 'Chuck' Forman – Crawford Technologies Scholarship – \$1,000

Sponsored by Ernie & Jamie Crawford, Crawford Technologies

Academic focus includes all Document Management and Graphic Communications careers with special consideration given to students attending school in either New Jersey or New York.

Charlie Corr Memorial Scholarship – \$2,000

Sponsored by InfoTrends

Academic focus includes all Document Management and Graphic Communications careers.

Don F. Lowe Scholarship – \$2,000

Sponsored by Franchise Services, Inc. honoring Don Lowe, CEO of Franchise Services, Inc., the parent company of Sir Speedy and PIP.

Students must attend California Polytechnic State University and be pursuing a degree in Graphic Communication.

Franchise Services, Inc. PIP Scholarship – \$2,000

Sponsored by Franchise Services, Inc. honoring the PIP franchisee of the year.

Students must attend California Polytechnic State University and be pursuing a degree in Graphic Communication.

Franchise Services, Inc. Sir Speedy Scholarship – \$2,000

Sponsored by Franchise Services, Inc. honoring the Sir Speedy franchisee of the year.

Students must attend California Polytechnic State University and be pursuing a degree in Graphic Communication.

Frank Romano Lifetime Achievement Scholarship - \$2,000

Sponsored by EDSF Board of Directors

Students must attend Rochester Institute of Technology and be pursuing a degree in Print Media.

Hoods Memorial Scholarship – \$2,000

Sponsored by EDSF Board of Directors

Academic focus includes all Document Management and Graphic Communications careers with special consideration given to students interested in marketing and public relations.

Joel Cartun Scholarship – \$1,000

Sponsored by the Lewis M. Gabbe Foundation

Academic focus includes all Document Management and Graphic Communications careers.

Lynda Baboyian Memorial Scholarship – \$2,000

Sponsored by EDSF Board of Directors and Videk, Inc.

Academic focus includes all Document Management and Graphic Communications careers.

Rod Key Memorial Scholarship – Two scholarships at \$1,500 each

Sponsored by HP and Dscoop

Students must attend Arizona State University and be pursuing a degree in Graphic Information Technology.

Applying for Scholarships

Students should submit only one application for all of the Document Management and Graphic Communication scholarships. Every application is thoroughly reviewed and placed in the running for each of the scholarships for which the student is deemed eligible.

Instructions

The Scholarship Application has six sections. Once you have completed all sections of the application, paper clip your application together and follow the mailing instructions below. **Your application must be postmarked by Friday, May 1, 2015, to be considered for a scholarship.**

Due to the high volume of applications, we recommend that you mail all sections of your application together. We realize that it is not always possible to mail your recommendation letters and official transcript along with the application. **If your recommendation letters and official transcript will be mailed separately, please note that these items must also be postmarked by Friday, May 1, 2015.**

Filing Period

Scholarship applications are accepted from January 15 – May 1, 2015. The scholarships are awarded for the 2015 Fall Semester.

Deadline – May 1, 2015

All scholarship applications, recommendation letters and transcripts must be postmarked by Friday, May 1, 2015. Any materials postmarked after this date will not be considered for an EDSF scholarship.

Note for international students: Due to the time it takes for international mail, please allow an extra two weeks for your mail to arrive. If possible, please mail your application no later than Friday, April 17, 2015. It would also be helpful for international students to email info@edsf.org with the date and place your application was mailed.

Mailing Instructions

Mail one copy of your application to:

EDSF
1845 Precinct Line Road
Suite 212
Hurst, TX 76054
United States

It is recommended that you send your application certified mail. For additional information or to verify that EDSF has received your application, recommendation letters and/or transcript, contact EDSF at 817-849-1145 or info@edsf.org.

Due to the large number of applications processed, we are not able to return transcripts or any other portion of your application.

Application Check-List

Please make sure you include all requested information with your application as incomplete applications will be disqualified. Your application must include the following sections:

- Section 1 – General Information Page
- Section 2 – Cover Letter
- Section 3 – Essays (two essay responses)
- Section 4 – Activities & Work Experience
- Section 5 – Recommendation Letters*
- Section 6 – Transcript*

* Your recommendation letters and transcript may be mailed separately.



Scholarship Application Document Management & Graphic Communications Industry

Deadline: Application must be postmarked by Friday, May 1, 2015.

Section 1 – General Information

Please complete the following information.

Full or Part-Time Status

- Full-Time Student (minimum of 12 undergraduate hours or matriculated in post-graduate program)
- Part-Time Student

College/University Program

- Four-Year College/University or Master Degree Program
- Two Year Community College or Technical School

Are your recommendation letters and/or official transcript being mailed separately?

- Yes. Please match my application with my transcript and/or recommendation letters as they are being mailed separately.
- No. My application, including recommendation letters and transcript, has been mailed together.

Applicant Information

Application Date _____

First Name _____ Last Name _____

Home or Summer Address _____

City _____ State/Province _____ Zip/Postal Code _____

Country _____ Email _____

Cell Number _____ Phone 2: _____

* If your telephone numbers or email changes, please notify EDSF by phone 817-849-1145 or email info@edsf.org.

College/University Information

University/College Name _____

Address _____

City _____ State _____ Zip/Postal Code _____

Country _____ Web Site _____

College Major for 2015 Fall Term _____

Year in School for 2015 Fall Term Freshman Sophomore Junior Senior Graduate

Anticipated college graduation date _____

Degree _____

Plagiarism Statement

Applications without a signed Plagiarism Statement will be disqualified.

Plagiarism is presenting as one's own the words, the work, or the opinions of someone else without proper acknowledgment and/or borrowing the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgment.

I acknowledge that the information and essays presented in this application are my own original work.

Applicant Signature _____ Date _____

Scholarship Application, cont.

For the following sections of the application, please complete the information using a black font and plain white paper. Include your name on the top of each page and label each section. Do not exceed the maximum page lengths for each section.

Section 2 – Cover Letter

Include a letter requesting consideration for the scholarship. (max length: 1 page)

Section 3 – Essays

Respond to both of the following questions.

Please include the question at the start of your essay response.

Note to Previous EDSF Scholarship Recipients: Students must submit a new application every year. Essays identical to the previous year's essays will be disqualified.

1. Technology and society have changed the Document Management and Graphic Communications industries. Briefly describe what you think has had the most significant impact on the Document Management and/or Graphic Communications industry in the past year and why. (max length: 1 page)
2. Describe how your college major, field(s) of study, and work experience or internships pertains to the Document Management and/or Graphic Communications industries. What are your career goals in the fields of Document Management and/or Graphic Communications? (max length: 1 page)

Section 4 – Activities & Work Experience

List your activities including current professional, college and/or high school extra-curricular activities and achievements and work experience. (max length: 2 pages)

Section 5 – Recommendation Letters

Provide two (2) academic or professional recommendations from teachers, instructors, professors or colleagues. The recommendation letters may be mailed directly to EDSF by the author or, preferably, may accompany the scholarship application. If mailed separately, all letters must be **postmarked** by the **May 1, 2015 deadline**. All letters must be signed originals dated within the last 6 months, be produced on school, university or corporate letterhead and provide the writer's contact information and signature.

Section 6 – Transcript

Provide one *official* school-issued current transcript. A cumulative "B" average or grade point average of 3.0 or higher on a 4.0 scale is required. Transcripts must be in English. Transcripts may be mailed by the schools directly to EDSF or, preferably, may accompany the scholarship application. If mailed separately, transcripts must be **postmarked** by the **May 1, 2015 deadline**.

EDSF will also accept electronic transcripts from verified transcript service companies such as Docufide by Parchment. Electronic transcripts must be emailed to info@edsf.org by May 1, 2015.

Mailing Instructions

Mail one copy of your application, **postmarked by Friday, May 1, 2015** to:

EDSF
1845 Precinct Line Road, Suite 212
Hurst, TX 76054
United States

It is recommended that applications be sent by certified mail. For additional information or to verify that EDSF has received your application, recommendation letters and/or transcript, contact EDSF at 817-849-1145 or info@edsf.org.

Note for international students: Due to the time it takes for international mail, please allow an extra two weeks for your mail to arrive. If possible, please mail your application no later than Friday, April 17, 2015. It would also be helpful for international students to email info@edsf.org with the date and place your application was mailed.

Frequently Asked Questions

Application

Q. What is the application deadline? Does the deadline apply to recommendation letters and transcripts?

A. Scholarship applications, recommendation letters and transcripts must all be postmarked by Friday, May 1, 2015. Any materials received with a postmark after the deadline will not be accepted.

Q. Can applications be emailed or faxed to EDSF?

A. No. The application must be mailed to EDSF at 1845 Precinct Line Rd, Ste 212, Hurst, TX, 76054. Electronic transcripts from verified transcript service companies such as Docufide by Parchment are allowed.

Q. How do I apply for a specific scholarship, such as the OutputLinks Communications Group Woman of Distinction? Do I need to submit multiple applications if I want to be considered for more than one EDSF scholarship?

A. Students should submit only one application for all of the Document Management and Graphic Communication Industry scholarships. Every application is thoroughly reviewed and placed in the running for all scholarships for which the student is deemed eligible. If you feel strongly about why you are qualified for a particular scholarship, you may address this in your cover letter.

Q. Should the application be stapled or paper-clipped together?

A. Please paper clip the application together. Do not staple your application or place it in a folder or special binding.

Q. Are there any formatting requirements for the application?

A. The following formatting tips are recommended:

- Print your application using a black font on plain, white paper. The applications are scanned and sent electronically to the Scholarship Selection Committee. Applications that are created on non-white or patterned paper using colored ink do not scan well and are difficult to read.
- Your name should appear on every page of your application.
- Label each section of your application.
- Write the essay question at the top of the page before responding to the question.
- There are no font style, spacing or margin requirements.
- Do not exceed the maximum page requirements for each section.

Q. How do I apply for the OutputLinks Communications Group Sponsors?

A. The OutputLinks Communications Group Sponsors Scholarships are separate scholarships from the Document Management and Graphic Communications Industry Scholarships and require a separate scholarship application. For more information on these scholarships, visit www.edsf.org and review the OutputLinks Communications Group Sponsors Scholarship Packet.

Q. May applications be submitted in a language other than English?

A. No. All parts of the application, including the transcript and recommendation letters, must be in English.

Q. Can I include samples of my work in my application?

A. No. Work samples will not be passed along to the Scholarship Selection Committee, and they cannot be returned.

Transcripts / Course Schedules

Q. Do I need an official transcript or a copy of my official transcript?

A. You need one official transcript with a seal or signature from your school or university.

Q. May I submit my transcript electronically through a service such as Docufide?

A. Yes. Electronic transcripts from verified transcript service companies such as Docufide by Parchment are allowed. If you are using a service other than Docufide, please email EDSF at info@edsf.org to verify the transcript service company is on our approved list of providers.

Q. I have attended multiple colleges/universities. Do you require a transcript from each college/university?

A. No. Only your current transcript is required.

Q. My current semester grades will not be available until after the May 1 deadline.

A. Send your most recent transcript.

Q. Do you require a course schedule?

A. No, a course schedule is not required.

Recommendation Letters

Q. Can I photocopy my recommendation letters?

A. No. Recommendation letters must be original and have a current date within the last 6 months. The letters must be signed by the author, produced on school, university or corporate letterhead and provide the contact information for the person writing the letter.

Q. Do the recommendation letters need to be mailed to EDSF directly from the person writing the letter?

A. No. If possible, the recommendation letters should be included with your application. Recommendation letters received separately from the application will be matched with the application.

Q. Can recommendation letters be from family members, friends or religious leaders?

A. No. Recommendation letters must be from teachers, professors or work colleagues.

Citizenship/International Schools

Q. Can I apply for a scholarship if I am not a United States citizen?

A. Yes. EDSF scholarships are available to students worldwide.

Q. Can I use the scholarship award at a school outside of the United States?

A. Yes. EDSF scholarships are available to full-time students attending accredited schools and universities worldwide.

Scholarship Awards

Q. When will the scholarship awards be announced?

A. EDSF will announce the scholarship award recipients no later than July 31, 2015.

Q. How will the scholarship award recipients be notified?

A. The scholarship recipients will be posted on the EDSF web site www.edsf.org within 24-hours of final award selection by the Scholarship Selection Committee. Scholarship recipients will also be notified by email, phone and/or mail.

Q. How will the scholarship awards be distributed?

A. EDSF will mail a check in the amount of your scholarship award directly to your university. All checks will be mailed no later than August 15, 2015.

Scholarship Eligibility

Q. How many course hours do I need to take to be considered a full-time student?

A. Undergraduate students must be enrolled in a minimum of 12 hours for the fall semester to be considered a full-time student. Graduate students must be actively matriculated into a post-graduate degree program.

Q. Does financial need play a part in selecting scholarship recipients?

A. No. EDSF scholarship recipients are selected based upon the eligibility requirements.

Q. Are online courses eligible for a Document Management and Graphic Communications scholarships?

A. No. You must be a full-time student at an accredited college or university.

Q. Is my degree choice eligible for the Document Management and Graphic Communications Industry Scholarships?

A. There are a wide variety of professions supported by Document Management and Graphic Communication Industry from printing technicians, marketing and sales, engineering to graphic communications. The most important criteria is the desire to work within the Document Management and Graphic Communications industry.

Q. I am currently a high school senior. May I apply for the scholarships?

A. You must be a full-time college student in the 2015 fall semester to apply for a scholarship. Although scholarship preference is given to junior, senior and advanced degree students, college freshmen and sophomores who have a strong interest, understanding and/or experience in the Document Management and Graphic Communication industry are encouraged to apply.

Q. I have already graduated from college. Can I apply for a scholarship and use the award to pay my student loans?

A. No. You must be a full-time college student in the upcoming 2015 fall semester to apply for a scholarship.

Previous Scholarship Recipients

Q. I have been awarded an EDSF Document Management and Graphic Communication Scholarship in previous years. Do I need to reapply?

A. Yes. Students who have received EDSF scholarships in the past must reapply each year as the scholarships are not automatically renewed. A revised, updated application, including essay responses and recommendation letters, must be submitted. ***Students who submit an application identical to the previous year's application will be disqualified.***