



**ILLINOIS
CORRECTIONAL EMPLOYEES
MEMORIAL ASSOCIATION**

Application Instructions

1. Application must be filled out by the applicant. Please type or print clearly.
2. All requirements must be met and all information must be completed in order for the application to be considered.
3. Enclose with your application one letter of reference from a principal, counselor, or department head, who is familiar with your achievements and abilities. This cannot be a family member. Applicants without letters of reference will not be considered.
4. A copy of your school transcript for the most recent school year completed.
5. Attach an essay of no less than 200 words describing: **"How will you use your college education to give back to society"?**
6. Review and complete the application checklist and sign the certification on the last page of this application.
7. Retain a copy of the completed application for your files.

Important Information

- When submitting your application, include your letter of reference, your essay and your signed verification form. **Applications without this information will not be considered.**
- The Scholarship committee cannot provide any information on the status of the applications. **Please do not call.**
- **All scholarship applicants will be notified of the results of their application.**
- Applications **must** be signed and completed in order to be considered.
- **Applications must be postmarked by March 17, 2010**

Checklist

Use this checklist to complete your application. All materials must be submitted with this application. Materials sent separately will not be considered. Your qualification will not be considered if it is incomplete.

- Complete all sections of the applications
- Letter of Reference. One recommendation letter. Send the letter with the application in order to be considered.
- Essay. The essay must be sent with the application in order to be considered.
- ICEMA verification form. Verification form must be sent with the application in order to be considered
- Review and sign the application on the certification page.
- Retain a copy of the completed application for your files.