



APPLETON PUBLIC LIBRARY
225 North Oneida Street
Appleton, WI 54911-4780
(920) 832-6170 | FAX: (920) 832-6182

October 8, 2018

The Friends of the Appleton Public Library / F.P. Young Scholarship, awarded by the Appleton Public Library Board of Trustees, will be given to a graduate Library Science student in January 2019. One scholarship of \$1500 will be awarded.

Please refer to the enclosed Appleton Public Library Scholarship Policy for the scholarship award criteria.

Your assistance in encouraging students to apply for the scholarship will be greatly appreciated.

A supply of application forms is enclosed. If the number is insufficient, please reproduce them as needed.

Please note the closing date for the applications is November 30, 2018 at 5:00 p.m. and a transcript or certification of satisfactory progress must be included with the application.

Sincerely,

A handwritten signature in blue ink that reads "Colleen Rortvedt". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Colleen Rortvedt
Library Director
Appleton Public Library

**FRIENDS OF APPLETON PUBLIC LIBRARY/ FRANK P. YOUNG
SCHOLARSHIP
APPLICATION**

Appleton Public Library
225 N. Oneida Street
Appleton, Wisconsin 54911

Name:

Home Address:

School Address:

Daytime Telephone Number:

E-mail Address:

Library School to grant degree:

Month and year to obtain degree:

Preferred field of Library work (Public, School, etc.; Reference, Cataloging, etc.):

Undergraduate Degree (Place and Date):

Undergraduate major:

Each applicant should send a letter or a resume briefly outlining his/her educational background, work experience, and career objectives. Two letters of reference should accompany the application. Transcript of credits from library school should accompany this application. If not available, send certification by the school's administration of acceptable progress completed toward the applicant's Library Science Degree.

Preference in awarding the scholarship is given to Lawrence University graduates and residents of the Fox Valley, Wisconsin.

This application must be returned no later than **November 30, 2018 by 5:00 pm**. Mail to:

Friends of Appleton Library / F. P. Young Scholarship Committee
Appleton Public Library
225 N. Oneida St.
Appleton, WI 54911

or Fax to 920-832-6182 if necessary to meet deadline.

FPY Application.docxP:\ADMIN\Library Board\FPY Scholarship\FPY 2018\FPY Application.docx

Friends of Appleton Public Library / F. P. Young Scholarship Timeline

March

Community Foundation informs Friends of the total amount of award available for the year, based on fund agreement.

October

Library Secretary sends scholarship information and application forms to the Milwaukee and Madison Library and Information Studies Schools, Lawrence University, Outagamie Waupaca Library System and to the Fox Cities public and academic libraries.

November 30: Deadline for receipt of applications.

December

- The Scholarship Committee meets prior to the Library Board meeting to select number of scholarship recipients and amounts awarded per scholarship.
- Library Board members vote to approve the scholarship(s) selected by the Scholarship Committee, with a majority vote for required for approval
- Library staff notifies recipient(s) of scholarship award.

January

Library sends letter(s) of announcement to recipient's library school(s), and mails scholarship check(s) to recipient(s).

Appleton Public Library Scholarship Policy

Purpose:

This policy will provide for consistent practices in the awarding of scholarships, will ensure that the intentions of donors are honored and will help secure the future value of the Friends of Appleton Library Frank P. Young Scholarship fund.

1. Background:

Frank P. Young (1879-1969) was an educator who served on the Appleton Library ("APL") Board of Trustees ("library board") 1921-1938. His wife, Clara Stansbury Young, served on the library board 1957-1972. The Frank P. Young Scholarship Fund was established at APL in 1969 to help students obtain a graduate degree in library science and to further library service in the Appleton community. In 2008, the Friends of Appleton Library ("Friends") provided a substantial gift and the fund was re-named The Friends of Appleton Library Frank P. Young Scholarship Fund.

2. Endowment fund:

- a. All monies originally donated by the family of Frank P. Young and any additional monies donated to the scholarship fund will be administered in accordance with the fund agreement established by the Friends, library board and the Community Foundation for the Fox Valley Region ("Community Foundation").
- b. The fund shall be invested within the Community Foundation as an agency endowment fund.
- c. The amount available for scholarships shall be determined annually by the fund agreement.
- d. In any year when no award is given those monies will continue to be invested in the endowment pool and will remain available for distribution.
- e. A copy of the current Scholarship Policy shall be provided to the Community Foundation.

3. Process:

- a. **March:** The Community Foundation informs Friends of the total amount of award available for the year, based on fund agreement. Friends staff informs library staff.
- b. **October:** The library secretary sends scholarship information and application forms to the Milwaukee and Madison Library and Information Studies Schools, to Lawrence University, to the Outagamie Waupaca Library System, and to Fox Cities public and academic libraries.
- c. **November 30:** Deadline for receipt of applications.
- d. **December:**
 - i. The Scholarship Committee meets prior to the library board meeting to select number of scholarship recipients and amounts awarded per scholarship
 - ii. The library board members vote to approve the scholarship(s) selected by the Scholarship Committee, with a majority vote required for approval.
 - iii. Library staff notifies recipient(s) of scholarship award.
- e. **January:** Library sends letters of announcement to recipient(s) and recipient(s)' library school(s). Friends staff prepares scholarship check(s) to recipient(s).

4. Qualifications for recipients:

- a. The scholarship is awarded to full or part-time students working toward an advanced degree in library science in a program accredited by the American Library Association. Payment of awarded scholarship will be contingent upon receipt of evidence that the recipient is currently enrolled and participating in such a graduate program at the time of the award.
- b. In recognition of the long and close relationship of the Frank P. Young family with Appleton and Lawrence University, preference is given to residents of Appleton or the Fox Cities area or graduates of Lawrence University.
- c. Preference will be given to applicants intending to work in Appleton or the Fox Valley upon completion of their degree.
- d. As a secondary consideration, preference may be given to candidates intending to work in public libraries.

5. Award Criteria:

The scholarship is awarded on the basis of:

- a. a letter/resume outlining the applicant's
 - i. educational background
 - ii. work experience
 - iii. volunteer experience
 - iv. career objectives
- b. a completed application form
- c. an official transcript from the library school
- d. two letters of reference
- e. receipt of application materials by the deadline

2/15; 10/15