

## **Business & Professional Women of Nevada County**

# **THE HELGA ROHL ENCOURAGEMENT AWARD GENERAL INFORMATION & ELIGIBILITY**

Members of Business & Professional Women of Nevada County want to make a difference in the lives of local women re-entering college or vocational school and the workplace. In 2017, we established the Helga Rohl Encouragement Award to help local women enrolled in a **non-degree certification program** or in their **first year of a degree program**. The Award is in memory of long-time member, entrepreneur and past president Helga Rohl. We know that getting help with tuition, books, daycare or other needed services or supplies can make a difference to women seeking to improve their marketability in the workplace. Awards start at \$500 and are **available year-round, and may be applied for at any time. There is no deadline. The sooner you apply, the sooner you may receive an award.**

### **ELIGIBILITY REQUIREMENTS: You must...**

- Be a woman 21 years or older and reside in Nevada County
- Be currently accepted to or enrolled in a non-degree certification program, or in your first year of a degree program
- Demonstrate financial need (on the Financial Statement, see below)
- Support BPW's mission statement and legislative platform (see page 8)
- Be available for a personal interview, if contacted
- Provide the following documentation as part of the application packet:
  1. Candidate application form (pages 2-5)
  2. Proof of enrollment
  3. Two current (within the last year) letters of reference
  4. A brief essay (a 12-to-15 sentence personal statement, minimum 200 words) on the women's issue you care most about

### **SELECTION PROCESS**

Candidate applications are evaluated by the BPWNC Scholarship Committee. A total of 100 points is possible. The Committee reserves the right to make all decisions regarding awards and all decisions are final. You will be evaluated on the following:

*GOALS* - 20 points

*ESSAY* - 25 points

*FINANCIAL NEED* - 25 points

*LETTERS OF REFERENCE*: one from an employer, volunteer manager, or

instructor or professor, and the other one

a character reference - 20 points

*FORMS & PAPERWORK* (accuracy and completeness) – 10 points

Finalists will be called for a personal interview. A successful awardee will have realistic goals and display potential ability and aptitude for her chosen field, ambition, motivation and financial need. Awareness of the greater community is desirable. In the personal interview, applicants asked the same questions, and depending on responses, any follow-up questions will vary. Previous winners are welcome to apply for a repeat award.

**THE HELGA ROHL ENCOURAGEMENT AWARD  
APPLICATION FORM**

*Please make sure you meet all requirements outlined on the first page of this document.*

Applications must include all supporting documents **at time of submission**: transcript or proof of enrollment, letters of reference, essay, and any attachments to your application. No documents may be submitted separately. Please type or print information. Incomplete applications will not be considered or returned. **Use the attached worksheet to help ensure you have included all required elements.**

Applicant Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home landline (\_\_\_\_)\_\_\_\_\_ Cellphone (\_\_\_\_)\_\_\_\_\_

Email\_\_\_\_\_

Date of Birth\_\_\_\_\_

Name of Program Attending\_\_\_\_\_

School/Address\_\_\_\_\_

Dates of Attendance\_\_\_\_\_

Current or upcoming classes (Attach Proof of Registration. Screen capture is OK.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Awards, Honors or Scholarships Received, if any

\_\_\_\_\_  
\_\_\_\_\_

**Business & Professional Women of Nevada County**

Educational and/or Professional Goal and Reason For Choosing This Goal

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Plans After Completing the Program

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Employment & Volunteer Activities

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Outside Interests

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See the Worksheet on page 6 for details on the essay, proof of enrollment, and letters of reference, all of which should be provided as additional enclosures.

**Business & Professional Women of Nevada County**

**FINANCIAL STATEMENT**

Please provide your best estimates of **MONTHLY** income and expenses. Use "NA" for any section not applicable. For non-monthly expenses (e.g., car repair & insurance), estimate your annual expense and divide by 12.

<b>INCOME each month</b>	<b>\$</b>
Wages/Salary	
Public Assistance (incl. SNAP/TANF, housing assistance, Social Security/ Disability, WIC, food stamps, etc.)	
Child Support/Spousal Support	
Other Income source	
Scholarships, Grants, Financial aid	
*Other income non-monthly (including from family, friends, spouse, roommate, etc.)	
<b>TOTAL INCOME</b>	
<b>EXPENSES each month</b>	
Rent/Mortgage/Property Taxes	
Home/Renters Insurance	
Car Payments	
Car Insurance, Car Repairs/Maintenance	
Other Loan Payments	
Health Insurance	
Food: Groceries, fast food, dining out	
Utilities: Gas/Propane, Electricity, Trash, Water, Sewer	
Child Care/Elder Care	
Cable/Television/Internet	
Telephone/Cell Phone	
Gas/Parking	
Education/Tuition/Fees	
Credit Card(s) payments	
Other Personal Expense	
*Other	
<b>TOTAL EXPENSES</b>	

\*Remember to include income and expenses that do not occur on a monthly basis.

I certify that the above information is true and correct to the best of my knowledge.

\_\_\_\_\_   
 Date

\_\_\_\_\_   
 Signature

**Business & Professional Women of Nevada County**

**NAMES AND AGES OF DEPENDENTS FOR WHOM YOU ARE RESPONSIBLE**

_____	_____
_____	_____
_____	_____
_____	_____

**LETTERS OF REFERENCE**

Please enclose two current letters (written within the last year): one from an employer, volunteer manager, or instructor or professor; and the other a character reference (from a friend, co-worker, etc. who is not a relative). **Letters must be dated and signed, and include the names, addresses & phone numbers of the signers.**

See the Worksheet (page 6) for a grid that will help you track your progress in obtaining your letters. A copy of the completed Worksheet must be included with your application – you can make a photocopy or use the Worksheet Copy 2 on page 7 to make an additional copy.

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**ESSAY: PLEASE WRITE AND INCLUDE YOUR PERSONAL STATEMENT ON SEPARATE SHEET(S), 200 WORDS (minimum, about 12-15 sentences), ON THE WOMEN’S ISSUE YOU CARE MOST ABOUT.**

See page 8 for who to call if you have any questions or need help completing this application.

*I hereby certify that I am 21 years of age or older, a resident of Nevada County, I am able to show financial need; I am registered for, or currently enrolled in, a degree program OR a non-degree certificate program; I have read (on page 8), understand and agree with BPW’s mission statement and legislative platform.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Mail pages 2-5 of this completed Application, a completed Worksheet (page 6), and all additional required elements, to:**

**BPW of Nevada County - HREA  
P.O. Box 291  
Grass Valley, CA 95945**

**Business & Professional Women of Nevada County**

**WORKSHEET (COPY 1)**  
**FOR THE HELGA ROHL ENCOURAGEMENT AWARD**  
Use this worksheet/checklist to collect and organize your required documents

**A GOOD WAY TO STAY ORGANIZED IS TO PLACE EVERYTHING INTO A  
LARGE FOLDER OR MANILA ENVELOPE AS YOU COMPLETE IT.**

*Please double-check the applicant rules to make sure you meet the eligibility requirements.*

1. I've answered all questions as best I can, and double-checked all dates and figures.  
Date completed \_\_\_\_\_
2. I've filled out the Financial Statement based on my records of income and expenses.  
Date completed \_\_\_\_\_
3. I've requested at least two **current** (within the last year) **signed and dated** letters of recommendation. Each has the name, address and phone number of the person giving the reference.

	Reference's name, phone & email	Date I requested the letter	Date I received the letter
One letter from employer, volunteer manager, or instructor or professor			
One character reference (from a friend, co-worker, etc.) who is not a relative			
Optional additional letter			

4. I have proof of enrollment (e.g., photocopy of course schedule which shows my name and date; receipt for fees paid (printed screen capture or email printout OK); or other. If I'm not sure that what I have meets the requirement of proof, I will call one of the people listed on page 8.

5. I have written a (minimum) 200-word essay/personal statement on the women's issue I care most about.

Edited, fact-checked and spelling/grammar checked \_\_\_\_\_

6. I HAVE GONE OVER REQUIREMENTS ONE LAST TIME. I HAVE CHECKED TO MAKE CERTAIN MY PACKET IS COMPLETE.

7. **I included a completed copy of this worksheet (make a photocopy, or use the Worksheet Copy 2 on the next page) with my application.**

8. I mailed my completed application packet on \_\_\_\_\_

**Business & Professional Women of Nevada County**

**WORKSHEET (COPY 2)  
FOR THE DOLORES “DEE” ELDRIDGE SCHOLARSHIP AWARD**

Use this worksheet/checklist to collect and organize your required documents

**A GOOD WAY TO STAY ORGANIZED IS TO PLACE EVERYTHING INTO A  
LARGE FOLDER OR MANILA ENVELOPE AS YOU COMPLETE IT.**

*Please double-check the applicant rules to make sure you meet the eligibility requirements.*

1. I've answered all questions as best I can, and double-checked all dates and figures.  
Date completed \_\_\_\_\_
2. I've filled out the Financial Statement based on my records of income and expenses.  
Date completed \_\_\_\_\_
3. I've requested at least two **current** (within the last year) **signed and dated** letters of recommendation. Each has the name, address and phone number of the person giving the reference.

	Reference's name, phone & email	Date I requested the letter	Date I received the letter
One letter from employer, volunteer manager, or instructor or professor			
One character reference (from a friend, co-worker, etc.) who is not a relative			
Optional additional letter			

4. I have proof of enrollment (e.g., photocopy of course schedule which shows my name and date; receipt for fees paid (printed screen capture or email printout OK); or other. If I'm not sure that what I have meets the requirement of proof, I will call one of the people listed on page 8.

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Edited, fact-checked and spelling/grammar checked \_\_\_\_\_

6. I HAVE GONE OVER REQUIREMENTS ONE LAST TIME. I HAVE CHECKED TO MAKE CERTAIN MY PACKET IS COMPLETE.

**7. I included a completed copy of this worksheet (make a photocopy, or use this duplicate Worksheet) with my application.**

8. I mailed my completed application packet on \_\_\_\_\_

## **Business & Professional Women of Nevada County**

**IF YOU NEED HELP FILLING OUT THE APPLICATION OR HAVE ANY QUESTIONS AT ALL, PLEASE CONTACT ONE OF THE FOLLOWING SCHOLARSHIP BOARD MEMBERS:**

Linda Horwitz – [bpwnscholarship@gmail.com](mailto:bpwnscholarship@gmail.com) (530) 272-4864  
Lynn Wenzel – [lwinparadise1@sbcglobal.net](mailto:lwinparadise1@sbcglobal.net) (530) 477-0746  
Judith McCarrick – [gypsyjm@sbcglobal.net](mailto:gypsyjm@sbcglobal.net) (530) 478-0677  
Beth Volz - [beth@bethvolz.com](mailto:beth@bethvolz.com) (831) 332-0100

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## **Business & Professional Women of Nevada County**

**MISSION:** The mission of the Business and Professional Women of Nevada County is to support and promote equity for women in all aspects of their lives.

**LEGISLATIVE PLATFORM:** We advocate for these issues locally, statewide and nationwide:

- Support and preserve Affirmative Action laws.
- Eliminate all forms of discrimination.
- Support reproductive freedom, including choice and access to family planning, as an absolute right for all women.
- Secure equality in all areas of employment and education, enforce pay equity, and implement comparable worth.
- Pursue equitable family laws, assist the victims of and prevent all forms of violence, assault and abuse, including sexual harassment.
- Pursue research and solutions to health and housing issues and ensure the availability of affordable, quality dependent care.
- Support the continued existence of full state funding for the California Commission on Status of Women.