

# The Baptist Homes Society Dining Services Staff Scholarship

*This Scholarship was endowed by Providence Point residents Jan and Jeanette Smith in appreciation for the work performed by Baptist Homes Society's dining services employees.*

## Requirements

**In order to apply for the BHS Dining Services Staff Scholarship, applicants must meet the following criteria:**

- You must currently be employed by Baptist Homes Society with at least six months of service.
- You must work in the Dining Services Department [DSD].
- You must be classified as a non-supervisory PRN employee [employees classified as full-time or part-time are not eligible].
- You must have worked at least 100 DSD hours between July 1 and December 31.
- You must have no formal discipline at or above the Written Warning stage within the six months preceding the application due date.
- You must be pursuing a college-level degree or a trade/professional certification.
- You must submit a brief essay [between 250- 500 words] How do you feel your work at BHS has helped you prepare for the future? Feel free to share an example.

## Selection Criteria [25-point maximum]

**Following are the criteria that the selection committee will use to determine a grant recipient(s):**

- **Length of service:** [48+ months, 5 points; 36+ months, 4 points; 24+ months, 3 points; 12+ months, 2 points; 6+ months, 1 point]
- **Attendance/tardiness:** [0 absent/0 tardy, 5 pts; subtract one point for each absence and each tardy]
- **Hours worked between 7/1 and 12/31:** [580+, 5 pts.; 460+, 4 pts; 340+, 3 pts.; 180+, 2 pts.; 100+, 1 point]
- **Quality of essay:** [10 - 1 point] essay will be scored 1-10, thus the essay counts as double the points than previous years.

## Grants

- Scholarships are limited to the lesser of \$1,000 per recipient or the cost of the professional certification program.
- The number of scholarships awarded in any year is limited to the funds available.
- Awards are made directly to the educational institution of the recipient and must be utilized before the end of the calendar year in which they are awarded.
- Past recipients may reapply, provided a B+ or 3.5 cumulative grade point average was maintained during the year in which a previous grant was applied.

## Applications

- Applications may be obtained at the BHS Human Resources or Baptist Homes Foundation Offices, or at [www.bhf.plannedgiving.org](http://www.bhf.plannedgiving.org).
- Applications will not be considered complete without all of the materials requested.
- Applications must be submitted to HR Director and received on or before January 31.
- Scholarship recipient(s) will be announced on March 15 or the first business day thereafter.
- You must still be employed by Baptist Homes Society at the time of the check issuance (typically April 1, *subject to change*)
- Tie Breakers will be based on seniority, then date of scholarship application.
- Applicants must be currently accepted to an educational institution or professional certification program.

### **Direct your completed application to:**

BHS DINING SERVICES STAFF SCHOLARSHIP COMMITTEE  
c/o: HUMAN RESOURCES DIRECTOR  
BAPTIST HOMES SOCIETY  
489 CASTLE SHANNON BLVD  
PITTSBURGH, PA 15234



## SCHOLARSHIP APPLICATION

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YOUR NAME: \_\_\_\_\_ YOUR JOB TITLE: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE ZIP: \_\_\_\_\_

PHONE (Primary): \_\_\_\_\_ EMAIL: \_\_\_\_\_

CAMPUS WHERE YOU ARE CURRENTLY EMPLOYED:  BH  PP DATE YOU WERE HIRED: \_\_\_\_\_

YOUR CURRENT SUPERVISOR: \_\_\_\_\_

SCHOOL [IF CURRENTLY ENROLLED]: \_\_\_\_\_

SCHOOL WHERE SCHOLARSHIP WOULD BE DIRECTED: \_\_\_\_\_

WHAT ARE YOU STUDYING IN SCHOOL: \_\_\_\_\_

WHAT YEAR OR LEVEL ARE YOU IN? (ex. Freshman, Year 1 of 2 year degree): \_\_\_\_\_

OBJECTIVE:  COLLEGE DEGREE  TRADE SCHOOL CERTIFICATE  OTHER \_\_\_\_\_

**NOTE: This application must include a brief essay [between 250-500 words] describing how your work at BHS has helped you prepare for the future. Incomplete applications will not be considered. Please see the back side of this application for additional information regarding application requirements.**

I certify that I am currently employed by Baptist Homes Society with a PRN classification and working in dining services:

YOUR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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