

## **Required Materials for Consideration**

- A completed application, containing an original signature and date;
- A transcript or record of last year of school;
- A copy of program description and course description from the college/university catalog;
- Evidence that a financial commitment to the college/university to be attending or attending at present has been completed. This documentation should reference the applicant's name and the actual/estimated tuition costs. An acknowledgement of this financial commitment from the college/university may be included;
- An essay (500 words or less) on the applicant's career plans and academic studies, illustrating how these will favorably impact the emergency service or overall public safety. Please include why the applicant is applying for financial aid through this scholarship and any other relevant information that will assist in selecting the applicant as a recipient of an award.
- Two signed and dated written letters of recommendation from the applicant's references; the letters must be from the references listed on the application and dated within 60 days of the date of the application.

*Each person listed as a reference will serve as someone who can substantiate the applicant's potential for academic success. The East Greenbush Fire Company will be authorized to contact the individuals listed as references concerning the application, if necessary.*

## **Judgment of Applicants**

The following criteria will be considered when judging applicants:

- Scholastic achievement
- Quality of essay
- Overall career goals and potential favorable impact on public safety
- Applicant's program & course selection & their relationship to the scholarship program
- Recommendations and references

## **Submitting required Materials**

The entire completed application packet must be postmarked on or before June 15, 2025. All required materials shall be submitted at the same time. If any items are missing, the candidate will not be considered for an award. No hand delivered applications will be accepted. To ensure that the application is received by the June 15 deadline, we recommend that you send the package certified mail with return receipt requested. Submit all required materials by mail to:

East Greenbush Fire Company  
68 Phillips Road  
Rensselaer, NY 12144  
Attn: Barbara J. Lehmann Memorial 2025 Scholarship Program.

You are required to assemble your application package in the following order:

- 1) Completed application form, signed and dated
- 2) Transcript or record of last year of school
- 3) Copy of program description & course description from college catalog
- 4) Tuition & fee statement from college/university
- 5) Essay describing the applicant's career plans & academic studies
- 6) Two reference letters, signed and dated to within 60 days of the application