



Alpha Kappa Alpha Sorority, Incorporated®
Theta Xi Omega Chapter
P. O. Box 2303
LaGrange, GA 30241

January 24, 2021

Manchester High School
405 North 5th Avenue
Manchester, GA 31816

Greetings, Counselors.

Theta Xi Omega Chapter of Alpha Kappa Alpha Sorority, Inc. awards scholarships to deserving seniors in our community annually. We present our scholarships to students of Coweta, Harris, Meriwether, and Troup counties, who demonstrate a financial need, show effective leadership abilities, and excel academically.

Theta Xi Omega would like to award a scholarship to one deserving female student at your high school this year. Additionally, we are interested in a diverse pool of applicants, who are a representative sample of your school's demographics. Our scholarship criteria are outlined below.

Applicant Requirements

- Must have at least a 2.50 GPA,
- Must show a commitment to community service,
- Must demonstrate leadership abilities,
- Must submit two letters of recommendation,
- Must submit an official transcript,
- Must attend our interview process, and
- Must attend a college or university.

Please inform your students to submit their applications with all required documents, **electronically**, by Saturday, April 3, 2021 at 12:00 p.m. We will notify each applicant about our award decision in June.

If you have any questions or concerns, please feel free to contact me at ctucker569@gmail.com or (706) 302-3639. Thank you for your time and support.

Sincerely,

Claudette D. Tucker,
Scholarship Committee Chairman
ctucker569@gmail.com
(706) 302 - 3639
Enclosures (1)



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Scholarship Application Instructions for Manchester High School

1. Read the letter addressed to your counselor thoroughly.
2. Secure two letters of recommendations and an official copy of your transcript.
3. Complete the scholarship application using a PC or Mac. Our application is a fillable pdf form. This means you can enter text into the form. Answer each question, on page 2, with complete sentences.
4. Print your completed application.
5. Arrange your application documents in the following order.
 - a. Completed scholarship application with signatures from you and your counselor
 - b. Letter of recommendation #1
 - c. Letter of recommendation #2
 - d. Copy of official transcript
6. Scan **ALL** application documents into **ONE** pdf file.
7. Save your **ONE** pdf file as yy/mm/dd, FirstNameLastName_School to a PC, Mac, or flash drive.
 - a. For example, my filename would be 210124, ClaudetteTucker_MHS.
8. Open your favorite Internet browser. Copy the following link into the browser, and press return or enter. This will give you access to our secure Dropbox folder. Submit your **ONE** pdf file to our Dropbox by Saturday, April 3, 2021 at 12:00 p.m. **(Please refrain from uploading multiple files.)**

<http://bit.ly/2NyPB0M>

Click 'Add files'

- a. Click 'Files from computer.'
 - b. Find your **ONE** pdf file from your PC, Mac, or flash drive.
 - c. Click your file once.
 - d. Then click 'Open.'
 - a. You should see your file in the Dropbox rectangular space.
 - e. Click 'Upload.'
 - f. After you press upload, a confirmation message will appear, saying 'Finished Uploading.' This means your file was successfully submitted.
9. Our file request folder, via Dropbox, will close promptly at 12:00 pm (noon) on Saturday, April 3, 2021.