



**Eligibility, Award Amount, and Application Procedures for the
Friends of Otis Lucas Scholarship
\$1,000.00**

ELIGIBILITY

1. Applicants must:
 - Be a current high school senior at I. C. Norcom High School.
 - Become enrolled at a college, university or vocational technical school by August 31, 2024.
2. The completed application should be submitted online using the Portsmouth Schools Foundation Standard Application Form no later than May 28, 2024. The application packet includes:
 - Standard Application Form. (with all required fields completed and electronically signed) ▪ Scholarship Agreement. (last section of the online form verifying that the applicant meets the eligibility criteria.)
 - One letter of recommendation from a Teacher, School Administrator, Community Leader, Friend or other professional of the applicant's choice. (upload the letter to online form)
 - Official high school transcript displaying school seal, class rank, and GPA. (upload transcript to online form)
 - Essay (upload to online form a typed one page double spaced essay written by the applicant on the topic of why the scholarship is important and how the funds will be used).

APPLICATION PROCEDURE

1. The Department of Guidance announces the open and closing dates of the Portsmouth Schools Foundation Scholarships to eligible and interested high school seniors.
2. The student accesses and completes all required fields of the online Standard Scholarship Application Form. The student uploads one letter of recommendation from a Teacher, School Administrator, Community Leader, Friend or other professional of their choice; the student uploads their official high school transcript obtained from the Guidance Office; and the student uploads the required essay.
3. The student enters their completed application packet after electronically signing and clicking the submit button displayed at the end of the online application form. The Guidance Office and the selection committee of the Portsmouth Schools Foundation receives all applications for review.
4. The PSF Scholarship Committee reviews completed applications and determines the winners. The PSF Executive Director then notifies each recipient and presents their award certificates by June 18, 2024.

NOTE: Application packets must be completed and include required attachments to be reviewed

for an award. Applications must be submitted by the closing date of May 28, 2024. No applications will be accepted after the closing date.