



SCHOLARSHIPS · RESEARCH · EDUCATION

**2010
Scholarship Application Packet
Document Management and
Graphic Communications Industry**

**Application Deadline:
Monday, May 3, 2010**



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General Scholarship Information

Background

The EDSF scholarship program was initiated in 1999 to recognize and support the next generation of professionals for the Document Management and Graphic Communication industry. The industry encompasses the wide range of businesses and professionals involved in the creation, management, production, distribution and storage of print and electronic documents.

The EDSF scholarship program is supported by companies and individuals involved in the Document Management and Graphic Communications industry including Allim International, Allegra Network, AlphaGraphics, Böwe Bell + Howell Canon USA, CGS Publishing Technologies, EFI, Fedex Office, Franchise Services, GMC Software, Hewlett-Packard Company, InfoPrint Solutions Company, InfoTrends, NowDocs International, Océ North America, Presstek, PrinterPresence and Xerox Corporation. For a complete listing of companies and individuals who support EDSF, view the [EDSF Annual Report](#) and the [EDSF Board of Directors](#).

EDSF sponsors a number of scholarships, as well as administers scholarships for the following companies: Axis, Inc.; Clampitt Paper, Heidelberg USA; The Lewis M. Gabbe Foundation; The Hoods Memorial Fund; OutputLinks; and Questex Media Group..

Scholarship Focus – Document Management and Graphic Communication Careers

EDSF scholarships are awarded to full-time students who are committed to pursuing a career in the Document Management and Graphic Communications marketplace. These careers may include: Computer science & engineering (for example: Web design, Webmaster, software development, materials engineer, applications specialist, IT designer, systems analyst) and Graphic & Media Communications (for example: graphic designer, illustrator, color scientist, print production, prepress imaging specialist, workflow specialist, document preparation, production and/or document distribution, content management, e-commerce; imaging science, printing, Web authoring, electronic publishing, archiving, security), and those students interested in Business (sales and marketing, including trade shows, customer service, project or product development/ management).

Eligibility

To be eligible for an EDSF scholarship, students must have the following:

- An interest in a career within the Document Management and Graphic Communication industry
- Minimum 3.0 cumulative GPA on a 4.0 scale
- Full-time student attending an accredited college or university as of the Fall 2010 semester
- International students may apply

Criteria

Scholarships are based on a combination of the following: Scholastic achievement, application essay, participation in school activities, community service, honors and organizational affiliations, and education objectives. Depending on specific sponsor criteria, other elements may be considered, such as geographic location, college preference, organization and presentation.

Previous EDSF Scholarship Recipients Must Reapply

Students who have received EDSF scholarships in the past must reapply each year as the scholarships are not automatically renewed. A revised, updated application and references must be submitted.

Scholarship Selection

The EDSF Scholarship Committee, made up of individuals active in the Document Management and Graphic Communication industry, reviews the applications and selects the award recipients.

Scholarship Recipient Notifications

Awards will be announced no later than July 30, 2010. All scholarship recipients will be notified by email and/or phone within 24 hours of the selection committee's decision. In addition, a complete list of scholarship award recipients will be posted at www.edsf.org.

Scholarship Payment

The scholarship award will be credited to the recipient's college account in one installment prior to the start of the Fall 2010 semester. The scholarship payment will be made to the University no later than August 13, 2010. The scholarships are payable only in U.S. dollars.

Additional Information

For additional information, please contact EDSF:

EDSF
1845 Precinct Line Road
Suite 212
Hurst, TX 76054
817-849-1145
info@edsf.org

Scholarships for Graduate School, 4-Year College and University Students

Students should submit only one application for all of the Document Management and Graphic Communication scholarships. Every application is thoroughly reviewed and placed in the running for each of the scholarships for which the student is deemed eligible.

Number of Scholarships Available

EDSF awards over 40 scholarships a year. EDSF sponsors a number of Board of Director scholarships, as well as administers scholarships for the following companies: Axis, Inc.; Clampitt Paper, Heidelberg USA; The Lewis M. Gabbe Foundation; The Hoods Memorial Fund; OutputLinks; and Questex Media Group.

Scholarship Preference

Preference is given to college-level juniors, seniors and advanced degree students pursuing a degree in the field of Document Management and Graphic Communications. Incoming freshmen and sophomores who can show interest, experience and/or commitment to the Document Management and Graphic Communication industry are encouraged to apply.

Scholarship Descriptions

The following scholarships are available:

EDSF Board of Directors Scholarships - awards range from \$250 - \$2,000

Multiple scholarships awarded

Sponsored by EDSF

Academic focus includes Document Management and Graphic Communications careers.

Clampitt Paper Scholarship - \$2,500

Sponsored by Clampitt Paper

Special consideration will be given to students pursuing degrees in Graphic Communications or Printing. Students must be attending a college or university in Arkansas, New Mexico, Texas or Oklahoma.

Hal Morrow Memorial Scholarship - \$1,500

Sponsored by OutputLinks

Special consideration will be given to students attending Hope College seeking degrees in marketing and/or journalism with the expectation that they will seek a career in the Document Management or Graphic Communications Industries.

Heidelberg USA Scholarship - \$2,000

Sponsored by Heidelberg USA

Academic focus includes Document Management and Graphic Communications careers with special consideration given to students who have experience with printing equipment.

Hoods Memorial Scholarship - \$2,000

Sponsored by EDSF

Academic focus includes all Document Management and Graphic Communications careers with special consideration given to students interested in marketing and public relations.

Jeanne Mowlds Distinguished Lifetime Service Award - \$1,000

Sponsored by OutputLinks

Academic focus includes all Document Management and Graphic Communications careers.

Joel Cartun Scholarship - \$1,000

Sponsored by the Lewis M. Gabbe Foundation

Academic focus includes all Document Management and Graphic Communications careers.

John A. Lopiano Scholarship - \$2,000

Sponsored by OutputLinks

Academic focus includes all Document Management and Graphic Communications careers with special consideration given to students who work in or whose family member has worked or currently works in a segment of the high volume computer output (HVCO) industry.

Questex Media Group Scholarship - \$2,000

Sponsored by Questex Media Group

Academic focus includes all Document Management and Graphic Communications careers with special consideration given to junior, senior, or advanced-degree students who are pursuing a career in the area of journalism, trade show management or marketing communications.

OutputLinks Sustainability/Stewardship Award - \$1,000

Sponsored by OutputLinks

Academic focus includes all Document Management and Graphic Communications careers with special consideration given to students who are involved in environmental sustainability projects and/or to students who, through school, volunteer and community activities, have demonstrated leadership and community involvement.

OutputLinks Woman of Distinction - \$5,000

Sponsored by OutputLinks

Honoring an outstanding female student who excels both academically and in their participation of extracurricular activities. Academic focus includes all Document Management and Graph Communication careers. Award preference is given to submissions from OutputLinks Women of Distinction.

Wayne Alexander Memorial Scholarship - \$2,000

Sponsored by AXIS Inc.

Academic focus includes all Document Management and Graphic Communications careers with special consideration to students who attend the University of Central Florida.

Scholarships for One and Two-Year Technical/Community College Students

EDSF Board of Directors Scholarships - awards range from \$250 - \$1,000

Multiple scholarships awarded

Sponsored by EDSF

Targets first or second-year students attending a technical, trade or community school and who are pursuing a degree in the field of Document Management and Graphic Communication.

Applying for Scholarships

Students should submit only one application for all of the Document Management and Graphic Communication scholarships. Every application is thoroughly reviewed and placed in the running for the each of the scholarships for which the student is deemed eligible.

Instructions

The Scholarship Application has six parts. Once you have completed all parts of the application, paper clip your application together and follow the mailing instructions below. **Your application must be postmarked by Monday, May 3, 2010, to be considered for a scholarship.**

Due to the high volume of applications, we recommend that you mail all parts of your application together. We realize that it is not always possible to mail your reference letters and official transcript along with the application. **If your reference letters and official transcript will be mailed separately, please note that these items must also be postmarked by Monday, May 3, 2010.**

Filing Period

Scholarship applications are accepted from January 15 – May 3, 2010. The scholarships are awarded for the 2010 Fall Semester.

Deadline – May 3, 2010

All scholarship applications, reference letters and transcripts must be postmarked by Monday, May 3, 2010. Any materials postmarked after this date will not be considered for an EDSF scholarship.

Note for international students: Due to the time it takes for international mail, please allow an extra two weeks for your mail to arrive. If possible, please mail your application no later than Friday, April 19, 2010.

Mailing Instructions

Submit one copy of your application to:

EDSF
1845 Precinct Line Road
Suite 212
Hurst, TX 76054
United States

It is recommended that you send your application certified mail. For additional information or to verify that EDSF has received your application, reference letters and/or transcript, contact EDSF at 817-849-1145 or info@edsf.org.

Due to the large number of applications processed, we are not able to return transcripts or any other portion of your application.

Application Check-List

Please make sure you include all requested information with your application as incomplete applications will be disqualified. You may use the following list of application items as your check list.

Your application must include the following items:

- Part 1 - General Information Page
- Part 2 - Cover Letter
- Part 3 - Essays (two essay responses)
- Part 4 - Activities
- Part 5 - College Transcript*
- Part 6 - Recommendation Letters*

* Your college transcript and recommendation letters may be mailed separately.



Scholarship Application
Document Management & Graphic Communications Industry

Deadline: Application must be postmarked by Monday, May 3, 2010

Section 1 – General Information

Please complete the following information.

I am applying for a

- Four-Year College, University or Master Degree Scholarship
- Two Year or Technical School Scholarship

My application packet is

- A complete application including my official transcript and reference letters
- A partial application as my official transcript and/or reference letters will be mailed separately

Applicant Information

Application Date

First Name

Last Name

Home or Summer Address

City

State/Province

Zip/Postal Code

Country

Email

*Telephone number 1

*Telephone number 2

* If your telephone numbers change, please notify EDSF by calling 817-849-1145 or emailing info@edsf.org.

College/University Information

University/College Name

Address

City

State

Zip/Postal Code

Country

Web Site

College Major for 2010 Fall Term

Anticipated college graduation date

Year in School for 2010 Freshman Sophomore Junior Senior Graduate

Degree

Plagiarism Statement

Applications without a signed Plagiarism Statement will be disqualified.

Plagiarism is presenting as one's own the words, the work, or the opinions of someone else without proper acknowledgment and/or borrowing the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgment.

I acknowledge that the information and essays presented in this application are my own original work.

Applicant Signature _____

Date

EDSF Scholarship Application, cont.

For the following parts of the application, please complete the information using your own paper. At the top of each page, please add your name. Label each part of your application. There are no formatting requirements other than the maximum page lengths.

Section 2 – Cover Letter

Include a letter requesting consideration for the scholarship.

Section 3 – Essays

Respond to both of the following questions.

Please include the question at the start of your essay response.

1. Technology and society have changed the Document Management and Graphic Communications industries. Briefly describe what you think has had the most significant impact on the Document Management and/or Graphic Communications industry in the past year and why? Looking ahead one year, what innovations do you think will be most meaningful to either or both of the industries? How will business benefit from these advances? (not to exceed 2 pages)
2. Describe how your college major, field(s) of study, and work experience or internships pertain to the Document Management and/or Graphic Communications industries. What are your career goals in the fields of Document Management and/or Graphic Communications? (not to exceed 2 pages)

Section 4 – Activities & Work Experience

List your activities including current professional, college and/or high school extra-curricular activities and achievements and work experience. (not to exceed 3 pages)

Section 5 – College Transcript

Provide *one official* school-issued transcript. A “B” average or grade point average of 3.0 or higher on a 4.0 scale is required.

Section 6 – Recommendation Letters

Two (2) academic or professional recommendations from teachers, instructors, professors or colleagues. The reference letters may be mailed directly to EDSF by the author or, preferably, may accompany the scholarship application. If mailed separately, all letters must be **postmarked** by the **May 3, 2010, deadline**. All letters must have a current date within the last 12 months, must be produced on university or corporate letterhead, and provide the writer’s contact information.

Mailing Instructions

Mail one copy of your application, **postmarked by Monday, May 3, 2010**, to:

EDSF
1845 Precinct Line Road
Suite 212
Hurst, TX 76054
United States

It is recommended that you send your application certified mail. For additional information or to verify that EDSF has received your application, reference letters and/or transcript, contact EDSF at 817-849-1145 or info@edsf.org.

Note for international students: Due to the time it takes for international mail, please allow an extra two weeks for your mail to arrive. If possible, please mail your application no later than Friday, April 19, 2010.

Frequently Asked Questions

Application

Q. What is the application deadline? Does the deadline apply to reference letters and transcripts?

A. Scholarship applications, reference letters and transcripts must all be postmarked by Monday, May 3, 2010. Any materials received with a postmark after the deadline will not be accepted.

Q. Can applications be emailed or faxed to EDSF?

A. No. The application must be mailed to EDSF at 1845 Precinct Line Rd, Ste 212, Hurst, TX, 76054.

Q. How do I apply for a specific scholarship, such as the OutputLinks Woman of Distinction? Do I need to submit multiple applications if I want to be considered for more than one EDSF scholarship?

A. Students should submit only one application for all of the Document Management and Graphic Communication scholarships. Every application is thoroughly reviewed and placed in the running for the scholarships for which the student is deemed eligible. If you feel strongly about why you are qualified for a particular scholarship, you may address this in your cover letter.

Q. Should the application be stapled or paper-clipped together?

A. Please paper clip the application together.

Q. Are there any formatting requirements for the application?

A. The following formatting tips are recommended:

- Your name should appear on every page of your application.
- Label each part of your application.
- Write the essay question at the top of the page before responding to the question.
- There are no font, spacing or margin requirements.

Q. How do I apply for the OutputLinks Sponsors Scholarship?

A. The OutputLinks Sponsors Scholarships are separate scholarships from the Document Management and Graphic Communications Industry Scholarships. The OutputLinks Sponsors Scholarships, administered by EDSF, were established in honor of the employees and families of the companies that provide sponsorships to OutputLinks. These scholarships are awarded to qualified full-time students worldwide without regard to field of study or degree program. One of the main criteria of this scholarship is that you have an affiliation with a company that is a current OutputLinks Sponsor. For more information on these scholarships, visit www.edsf.org and review the OutputLinks Sponsors Scholarship Packet.

Q. May applications be submitted in a language other than English?

A. No. All parts of the application, including the transcript and reference letters, must be in English.

Transcripts / Course Schedules

Q. Do I need an official transcript or a copy of my official transcript?

A. Yes, you need one official transcript with a seal or signature from your school or university.

Q. I have attended multiple colleges/universities. Do you require a transcript from each college/university?

A. No. We only require your current transcript.

Q. My current semester grades will not be available until after the May 3 deadline.

A. Send your most recent transcript.

Q. Do you require a course schedule?

A. No. We do not need your course schedule.

Recommendation Letters

Q. Can I photocopy my recommendation letters?

A. Yes. Recommendation letters need to have a current date within the last 12 months, must be produced on university or corporate letterhead, and provide the contact information for the person writing the letter. The original letter is not required.

Q. Do the recommendation letters need to be mailed to EDSF directly from the person writing the letter?

A. No. If possible, the recommendation letters should be included with your application. The letters do not need to be individually sealed. Recommendation letters received separately from the application will be matched with the application.

Q. Can recommendation letters be from family members, friends or religious leaders?

A. No. Recommendation letters must be from teachers, professors or work colleagues.

Citizenship/International Schools

Q. Can I apply for a scholarship if I am not a United States citizen?

A. Yes. EDSF scholarships are available to students worldwide.

Q. Can I use the scholarship award at a school outside of the United States?

A. Yes. EDSF scholarships are available to students attending accredited schools and universities worldwide.

Scholarship Awards

Q. When will the scholarship awards be announced?

A. EDSF will announce the scholarship award recipients no later than July 30, 2010.

Q. How will the scholarship award recipients be notified?

A. The scholarship recipients will be posted on the EDSF Web site www.edsf.org within 24-hours of final award selection by the Scholarship Selection Committee. Scholarship recipients will also be notified by email, phone and/or mail.

Q. How will the scholarship awards be distributed?

A. EDSF will mail checks in the amount of your scholarship directly to your university. All checks will be mailed no later than August 13, 2010.

Scholarship Eligibility

Q. Does financial need play a part in selecting scholarship recipients?

A. No. EDSF scholarship recipients are selected based upon the eligibility requirements outlined on page 4.

Q. Are online courses eligible for a Document Management and Graphic Communications scholarships?

A. No. You must be a full-time student at an accredited college or university.

Q. Is my degree choice eligible for the Document Management and Graphic Communications Industry Scholarships?

A. There are a wide variety of professions supported by Document Management and Graph Communication Industry from printing technicians, marketing and sales, engineering to graphic communications. The most important criteria is the desire to work within the Document Management and Graphic Communications industry.

Q. I am currently a high school senior. May I apply for the scholarships?

A. You must be a full-time college student in the 2010 fall semester to apply for a scholarship. Although scholarship preference is given to junior, senior and advanced degree students, college freshmen and sophomores who have a strong interest, understanding and/or experience in the Document Management and Graphic Communication industry are encouraged to apply.

Q. I have already graduated from college. Can I apply for a scholarship and use the award to pay my student loans?

A. No. You must be a full-time college student in the upcoming 2010 fall semester to apply for a scholarship.

Previous Scholarship Recipients

Q. I have been awarded an EDSF Document Management and Graphic Communication Scholarship in previous years. Do I need to reapply?

A. Yes. To be eligible for a scholarship for the upcoming school year, you must submit a new application with updated materials including your college transcript, recommendation letters and essay questions.