

*Allen Temple Church  
2022 Martin Luther King, Jr.  
Unity Scholarship*

***FREQUENTLY ASKED QUESTIONS (FAQ) SHEET***

Below, you will find the answers to many **Frequently Asked Questions**. Please read them carefully as doing so will help you to successfully submit your scholarship packet and avoid costly confusion. If after reading this document, you have questions or concerns that have not been addressed, please contact me. I will gladly assist you in any way I can.

This signed and dated FAQ sheet **MUST** be included in your completed scholarship packet.

***1. Why MUST the cover sheet be typed and NOT handwritten.***

This information is very important. Handwriting can sometimes be difficult to read and thus yield inaccurate information. For this reason, a handwritten cover sheet **WILL NOT** be accepted.

***2. What is meant by an official transcript?***

An **official transcript** is one that either comes delivered sealed (signed by the registrar and reflecting the school seal) **OR** is emailed directly from your school or an approved service of your school. An open transcript or a copy of a transcript sent from the student's email address is **NOT** official. This scholarship application (as do **MOST** scholarship applications) **REQUIRES** an official transcript. Unofficial transcripts **WILL NOT BE ACCEPTED.**

***3. Can my official transcript be submitted electronically?***

**YES.** However, your official transcript must come from your high school registrar or from your school's official source used for this purpose. **A COPY of your transcript sent from YOUR personal email address WILL NOT be accepted.**

***4. How must packets be submitted?***

All scholarship packets **MUST** be submitted (**completed packets ONLY**) either electronically **OR** via postal delivery. **If time becomes an issue, please contact Casey Roberts via text message (DO NOT CALL) at 404-693-7814 for further assistance as quickly as possible.**

**NOTE: It is the responsibility of each applicant to insure that the scholarship packet is complete and meets submission deadlines. Any incomplete packet or packet that is received after the submission deadline will be disqualified from any consideration.**

***5. Will my packet be accepted if I mail it before the deadline but it isn't received before the deadline?***

**NO.** The **completed** packet must be **RECEIVED** on or before the deadline. It is in your best interest not to wait until the last minute to submit your **completed packet**. **Waiting until the last minute may jeopardize your chances of receiving one of the SEVEN scholarships totaling \$7,000 being offered.**

Once you have submitted your **COMPLETED** packet, it is a very good idea to check with Casey Roberts to insure that everything has been received, especially if it is being submitted electronically by several different sources (recommendation letters, transcripts, etc). You may do this by email or by text (**no phone calls**) 404-693-7814. When requesting the status of your completed packet, **PLEASE INCLUDE YOUR NAME.**

***6. If I am not sure that my completed packet will be received before the deadline via postal delivery but I can't send it electronically, are there any other options?***

**YES**, but hopefully you will not have this experience. In case of this emergency, please **TEXT** Casey Roberts ASAP. I will help you as much as possible, however, remember that it is ultimately **YOUR RESPONSIBILITY** to insure that your completed packet is received before the deadline.

**7. Who do I contact if I have questions?**

You should contact Casey Roberts via **text** at **404-693-7814** (**calls will not be answered**) or email me at [2022allentemplemlkscholarship@gmail.com](mailto:2022allentemplemlkscholarship@gmail.com) (be sure to **ALWAYS** identify yourself) if you have any questions or concerns. **Note: If you do not receive a response to your email within TWO DAYS, please text me.**

Be sure to clarify **ANY** issues, questions, or concerns you encounter in adequate time to insure the successful submission of your completed scholarship packet. Your completed packet **will not be considered after the submission deadline.**

**8. Are all decisions final?**

**YES.**

**9. Are there any exceptions to Question 8?**

**NO.**

**My signature/typed name below indicates that I have read this FAQ sheet. It further indicates that I understand that if I have questions/concerns that ARE NOT listed, it is MY RESPONSIBILITY to contact Casey Roberts for clarification.**

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**Applicant Signature/Typed Name**

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**Date**