

**Deadline:** February 28, 2020 – Completed application and essay must be received or postmarked by deadline.

**Scholarship Amount:** \$2,000 (150 hours of service must be completed to receive full amount).

Please email the completed application and essay to Sam Alvarez, Library Director at [salvarez@littletonlibrary.org](mailto:salvarez@littletonlibrary.org) or mail to 41 Shattuck Street, Littleton, MA 01460. If you have any questions, please email at the address above or call 978-540-2601.

**Contact Information**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **GPA:** \_\_\_\_\_

**High School:** \_\_\_\_\_

**Anticipated College/Major:** \_\_\_\_\_

**About Ray Grande**

Ray Grande was the consummate volunteer and was well known and respected throughout the community. He volunteered at several organizations in and around Littleton, including the Littleton Conservation Trust, Littleton Historical Society, Littleton Lyceum, Castle in the Trees, and Loaves and Fishes Food Pantry. Ray served on the boards of the Friends of the Reuben Hoar Library and the Trustees of the Reuben Hoar Library for over 15 years. He could often be seen hauling books around in preparation for or cleaning up after a book sale. He volunteered his time in many capacities to help make the Library what is today.

In honor of his commitment to the Library and his community-first attitude, the Reuben Hoar Library Trustees are proud to offer this annual scholarship to an incoming High School Senior.

## **Eligibility Requirements**

To be eligible, all applicants must meet the following requirements:

- Must currently be a High School Junior or Senior.
- May attend a High School outside of Littleton, or be home-schooled, but must be a resident of Littleton, MA.
- Provide a typed, essay of no more than 500 words explaining the importance of community service and why you believe you are the ideal candidate to receive this scholarship.
- Attend an in-person interview before the Board of Library Trustees and the Library Director at their meeting the first Thursday in March. Please be aware that Trustee Meetings are taped by LCTV.

## **Other Requirements**

Once chosen, the applicant is expected to meet the following requirements in order to receive their scholarship award. Failure to meet these expectations may mean they are awarded an amount less than \$2,000 or the complete forfeiture of the award.

- Must agree to volunteer 150 hours in service to the Library.
- Volunteer hours are expected to begin the first week in April, or at a date mutually agreed upon by the Library Director and the applicant.
- All hours must be completed by no later than August 20, 2020.
- Must agree to a CORI check. (Required of all employees and volunteers in service to the Town of Littleton. There is no charge to the applicant).
- Any change in scheduled hours must be approved by the Library Director, Assistant Director, or Head of Circulation.
- Regular attendance and punctuality is expected, average of seven hours per week.
- If you expect to be late or absent, you are expected to contact the Library as soon as possible or inform the Library Director, Assistant Director, or Head of Circ of a planned absence.
- The applicant and the Library Director and/or Head of Circulation will meet prior to your first day to create a work schedule; with the understanding that the applicant may have other school/extra-curricular activities or employment requirements.
- All hours must be logged.
- Duties may include shelving books or other materials, assisting with library programs (especially the Summer Reading Program), ability to lift objects such as books (50 lbs or more), pulling books and other materials from the shelves, ability to sort materials in alphabetic or numeric order. Other duties as assigned.
- Appropriate dress, hygiene, and respect to staff and patrons is expected and required.

Should these requirements not be met, the Board of Library Trustees or the Library Director may cancel this agreement at any time. Applicant will be mailed a check or presented a check in person at the completion of their hours. Please be aware that due to processing times, a check may not be available for up to two to three weeks following the completion of hours.