DEPARTMENT OF
THEATRE
College of Arts and Sciences

GLEN E. LEMON
THEATRE SCHOLARSHIP
APPLICATION INFORMATION

The Glen E. Lemon Theatre Scholarship is available to the Department of Theatre for the purpose of student professional development, or to provide financial aid to students experiencing sudden or unexpected financial need. Students must be enrolled full time in the Department of Theatre and in good academic standing with the University, which requires a minimum cumulative grade point average (GPA) of 2.0. Awards are ongoing, students may apply at any time throughout the year, and are contingent upon the availability of funding. Students may apply for up to $1500 per event.

Professional development activities such as auditions, job fairs, competitions, workshops, internships, study abroad, conference travel, etc. qualify for possible funding through the Glen E. Lemon Theatre Scholarship.

If you are seeking financial aid due to sudden or unexpected financial need, <u>please first talk with your theatre faculty mentor or the Theatre Department Head before applying</u>, then complete the application using the narrative to communicate your situation.

If awarded a Glen E. Lemon Theatre Scholarship, the funds will come as a **reimbursement** of incurred costs following the event to your Bursar account after your complete submission of all applicable receipts. If your Bursar has any outstanding balance, the awarded scholarship will be applied to your outstanding Bursar balance rather than coming to you as a reimbursement. Students receiving a Scholarship are asked to write a Thank You letter prior to receiving reimbursed funds.

Consider all the Glen E. Lemon Theatre Scholarship criteria and whether it fits your needs prior to completing and submitting your application.

<u>Application Directions:</u> Incomplete or improperly formatted applications will not be considered.
1. Fill out the application form. Please type all materials.
2. Attach your current Resume or Curriculum Vitae (CV)
3. Compile all complete application materials together into one (1) .pdf document in the following order: Application Form, Additional Budget Page, Additional Narrative Page, Resume or CV.
   a. Your .pdf file name should include your last name, your first name, and the application submission date (i.e.: Jones_Jim_12Oct2022.pdf).
4. Submit your compiled .pdf application via email to James Field (james.field@okstate.edu).
   a. Submissions received by noon (12pm) on the first Friday of each month will be considered within the following 30 days.
   b. Theatre Faculty will consider each scholarship application and respond to applicants in a timely fashion, but please allow up to 30 calendar days for an answer via OKState Email.
5. <u>Applications received less than 15 calendar days prior to event will not be considered.</u>
6. Application Forms may be found by scanning the QR code or by vising this website: https://cas.okstate.edu/department_of_theatre/scholarships/

<u>Receipt Submission Directions:</u>
- Reimbursement will only be granted for amounts that have proper documentation and receipts.
- Items <u>not</u> allowed on receipts:
  - Alcohol of any kind
  - Clothing and Hygiene Products
  - Any other items that are unrelated to the event
- No later than one (1) week following the completion of the event
  - Compile receipts into one document or packet
  - Email or hand deliver compiled receipts to James Field (james.field@okstate.edu, SCPA 121B)

GLEN E. LEMON
THEATRE SCHOLARSHIP
APPLICATION FORM

PLEASE TYPE ALL MATERIALS: Incomplete or improperly formatted applications will not be considered.

NAME : _____ CWID: _____

OKSTATE EMAIL: _____ PHONE: _____

LOCAL ADDRESS: _____

MAJOR: _____ CLASSIFICATION: (FRESH, SOPH, JR, SR) _____

CUMMULATIVE GPA AT DATE OF APPLICATION: _____

ESTIMATED BUDGET: Include all estimated costs as well as any additional sources of funding available that you will utilize. Attach on an additional page if needed.

Item	Description	Cost	Quantity	Total Cost
		$		$
Total Cost				$
Subtract Any Additional Funding				$
Total Amount Requested from the Glen E. Lemon Theatre Scholarship Fund				$

NARRATIVE: A detailed description of the professional development activity you plan to undertake including your timeline, or your documented financial need. Attach on an additional page if needed.

```



```

ATTACHMENT: Attach your current Resume or Curriculum Vitae (CV)

I CERTIFY THAT ALL INFORMATION SUBMITTED WITHIN THIS APPLICATION IS FACTUALLY TRUE AND HONESTLY PRESENTED.

APPLICANT SIGNATURE: _____ *DATE:* _____