



Richland Center UMC Scholarship Program

A Ministry to Promote Higher and Continuing Education for Church Members

Criteria and Eligibility Requirements (**2026** Scholarship Year)

- **Background.** Memorial Ministry maintains and administers the church scholarship. Dependent on the account balance, Memorial Ministry strives to distribute one (or more) scholarships per calendar year. Scholarship award amounts will vary (dependent on funding) with a maximum of \$500 per scholarship. In addition to **church member/friend honor gifts**, our church scholarship is also funded through generous memorial/honor gifts from **Kathy Bastian, Dr. Jerry & Donna Bower, Ralph & Donna Czerepinski, Mark & Connie Dunn, Fuzz & Nancy McCauley, Paul & Louise Murphey, Brian & Stephanie Perkins, Dr. Tom & Kathy Richardson, Russ & Barb Shannon, & Cheryl M. Stanley**; and in memory of **Marilyn Joan Anderson; Harvey W. Bastian; Wayne Braithwaite; Jerry Cooper; Alberta Chellevoid-Couey; Marilyn Rose Creasey; Nancy Edwards; Hilda Heidenreich; Eloise Herbeck; Dean, Kirk, & Roger Jewell; James & Lucille Johnston; Ralph & Helen Monteith; Ruth Moser; Ileen Shannon; Eleanor Strang; Julia “Jane” Taylor; Delight (Dee) B. Totten; and Sarah Jane (Taylor) Wehner.**
- Memorial Ministry seeks capital in the form of memorial and honor gifts and from fundraising events & internal Missions’ projects designated for the scholarship program in order to maintain church’s commitment to this ministry.
- **General eligibility requirements.** All applicants must be a registered member/nonmember or a regular attendee (as determined by the Membership Committee) of Richland Center United Methodist Church and submit all completed application materials based on the stated timeline. Applicants must follow specific criteria for the “higher education” and/or “continuing education” scholarship opportunity. Memorial Ministry reserves the right to waive specific scholarship application requirements based on the individual applicant; however, **the application deadline is NOT one of those “waivable” requirements!** Applicants may submit one application per scholarship year.
- **Definitions.** Definitions will vary by institution/training facility, and the applicant has the right to submit additional documentation with the application justifying consideration based on institutional/individual situational variance from the following:
 1. **Higher education.** Current high school seniors or high school graduates (or equivalency) enrolling/enrolled in any form of traditional or online college/institution or training and research facility for the first time or a returning adult applicant continuing or completing education or training at the certificate of completion, technical diploma, associate degree, undergraduate, graduate, or post-graduate level.
 2. **Continuing education.** Current high school seniors, high school graduates (or equivalency), or non-graduates registering for shorter-term traditional or online training designed for improvement of a specific skill or for self-improvement,

including applicants seeking a High School Equivalency Diploma (HSED) or a Certificate of General Educational Development (GED). “Continuing education” scholarship applications are limited to the registration/testing fee and will not be awarded for the additional expenses of lodging, meals, and travel.

3. **Semester.** The number of weeks or hours (fall, interim, spring, summer, etc.) spent in the traditional or online classroom based on hours per credit (where applicable) or the estimated number of hours to be spent within the training environment for a stated period. The “semester” is defined by the attending educational institution.
 4. **Provisional Approval.** When a qualified, approved applicant may indicate uncertainty about a chosen college/institution, intended major, etc. at the time of the final application deadline, Memorial Ministry may grant a **Provisional Approval** award. The applicant bears the sole responsibility to report (on/before September of the scholarship year) to the Memorial Ministry Chair the answers to the areas of uncertainty. The Memorial Ministry Chair, if needed, will then approve the application, and activate the full scholarship benefits. A provisional approval award does not carry over to the next scholarship year; the applicant would be encouraged to reapply.
- **Selection process.** A working group within the full Memorial Ministry membership reviews all scholarship applications and makes recommendations to the full Memorial Ministry committee; the Memorial Ministry chair serves as the lead for the review subgroup. Immediate family members of scholarship applicants will not serve on the review subgroup. Memorial Ministry decisions are final with immediate family members of applicants maintaining the option to “abstain” from a vote for family applicant. Application materials are held in a secure location during the scholarship year and then shredded to protect applicant privacy. Neither Richland Center UMC nor Memorial Ministry will discriminate against an applicant based on his/her age, sex, race, ethnic origin, marital status, sexual orientation, political affiliation, or area of study.
 - **Timeline for 2026.** The following timeline applies to all applicants for the 2026 scholarship program:

Date	Action
Sunday, December 07, 2025	2026 Scholarship Announced to Membership
Sunday, December 07, 2025, through Thursday, April 30, 2026 (NO EXCEPTION TO DEADLINE)	Applications Accepted
Friday, May 01 through Sunday, May 31, 2026	Application Review Period
Thursday, June 11, 2026	Memorial Ministry votes; scholarship recipients notified
July 2026	2026 Scholarship Recipient/s announced to church; award checks mailed to respective institution

<p>Note: Monetary award checks are mailed from Richland Center UMC to the institution/training facility (where appropriate) stated on the application form based on the specific scholarship criteria and after approval from the Memorial Ministry Chair to the Memorial Ministry Treasurer.</p>

Scholarship for Higher Education Criteria and Eligibility

Applicants maintain the right to submit additional documentation justifying consideration for the “higher education” scholarship in variance with the following criteria:

1. All applicants must be a **registered** member/nonmember or a regular attendee (as determined by the Membership Committee) of Richland Center United Methodist Church
2. Submitted all required application materials, including follow-up documentation, based on the stated timeline
3. Submitted **two** recommendations; the Richland Center UMC Pastor’s recommendation can be one of the two required, and **the request for the Pastor’s recommendation must be from the stated applicant to the current Pastor**
4. Completed/Documented official (or unofficial) transcript of grades with a cumulative GPA no lower than a letter grade average of “C”
5. Registered/Documented for a following semester with a minimum three credits or 42 class hours (or) completed/documented all requirements to have earned degree or certificate of completion

Scholarship for Continuing Education Criteria and Eligibility

Applicants maintain the right to submit additional documentation justifying consideration for the “continuing education” scholarship in variance with the following criteria:

1. All applicants must be a **registered** member/nonmember or a regular attendee (as determined by the Membership Committee) of Richland Center United Methodist Church
2. Submitted all required application materials, including follow-up documentation, based on the stated timeline
3. Submitted **one** recommendation; the Richland Center UMC Pastor’s recommendation can be this one, and **the request for the Pastor’s recommendation must be from the stated applicant to the current Pastor**

-
- **Monetary awards.** Where appropriate, monetary award checks will be mailed during the scholarship year to the applicant’s institution/training facility address and by the initial/continuing enrollment date as stated on the application form. In situations where

this is not appropriate, the monetary award will be mailed directly to the applicant. All monetary awards are dependent on Memorial Ministry chair approval and the following:

1. Complete submission of follow-up documentation (as applicable) after one complete semester (unless waived) indicating applicant's current grade point (letter grade) average or documentation indicating that the applicant remains in "good standing" within the training program; documentation (see attached form) indicating that the continuing education training has been completed.
2. Complete submission for returning adult students/trainees (as applicable) of documentation indicating applicant has registered for a consecutive semester or documentation indicating that the degree or training has been obtained and/or completed.

- **Scholarship contact information.** Applicants and references must use any of the following contacts for documentation request (electronic or paper) and submission and/or questions regarding the scholarship program:

Richland Center United Methodist Church
Attn: Memorial Ministry Chair
 400 East Seminary Street
 Richland Center, WI 53581
 608.647.3203 (or) trinityumc@mwt.net
<https://rc-umc.org/>

Paul Murphey, Memorial Ministry Chair
 269 South Park Street
 Richland Center, WI 53581-2303
 608.647.6439 (or) pmurphey@mwt.net

Richland Center United Methodist Church
Attn: Reverend Eunhye Grace Cho, Pastor
 400 East Seminary Street
 Richland Center, WI 53581
 608.647.3203 (Church Office) (or) (404) 502-3544 (Cell) or gracecho0503@gmail.com

The applicant assumes responsibility to contact Richland Center United Methodist Church or the Memorial Ministry chair should personal plans change between the time of application submission/acceptance and initial/continuing enrollment in the program/training.

-
- **Additional UMC Scholarship Opportunities.** The United Methodist Foundation also offers several scholarship opportunities for "post high school and seminary/ministry" applicants. Please see the UM Foundation Website at <https://tinyurl.com/ybl5zan3> for further information, or call 608.837.9582 (or) 888.903.9863 (Toll Free).
-

The Richland Center United Methodist Church Memorial Ministry initially updated, revised, and approved the Richland Center UMC scholarship program and ministry on November 27, 2013. Updates occur each scholarship year with the latest having been December 01, 2025.

Attachments: Forms: Scholarship Application, References, Continuing Education Completion Verification



“Richland Center UMC Scholarship Application

A Ministry to Promote Higher and Continuing Education for Church Members

Directions. Please word process or print legibly (in ink) all parts of this application. Submit completed application and appropriate documentation by the deadline and to Richland Center United Methodist Church (or designated memorial Ministry Chair) by traditional mail or email, as stated within the program’s “criteria and eligibility requirements.”

Scholarship Requested (circle one): Higher Education Continuing Education

Name: _____

Permanent Address: _____

City: _____ State: _____ Zip Code: _____

Telephone (landline) No.: _____ Cell: _____

E-Mail Address: _____

High School Attended: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Graduated: _____ Yes _____ No Year: _____ Estimated GPA: _____

Program/Training Name: _____

Degree/Certificate: _____ Estimated Date for Completion: _____

Institution/Training Location & Address: _____

Anticipated Initial/Continuing Enrollment Date for Program/Training: _____

Estimated Credits/Hours for Semester/Training Event (*): _____

Estimated Tuition/Fees/Testing Charges for Semester/Training Event (*): _____

(*) Applicant should submit additional explanatory documentation if personal situation differs.

List volunteer community, church, college, or other club activities in which you are involved: _____

Describe briefly your designated (or intended) field of study/training and your career/personal plans, and how your faith life will help you to become more effective in your career: _____

How would this scholarship help you achieve those plans? _____

Describe your spiritual growth and development that have brought you to this stage of your life: _____

Add any additional information not addressed in this application form for scholarship committee review: _____

I have read fully and certify that I meet all the criteria and eligibility requirements for this scholarship. I assume responsibility to contact Richland Center United Methodist Church or the Memorial Ministry chair should my personal plans change between the time of application submission/acceptance and initial/continuing enrollment in my program/training.

☐ **YES** ☐ **NO** I give permission to the Richland Center UMC Memorial Ministry to release appropriate scholarship information (name, degree/training program, amount received, etc.) from my application, as well as any potential photograph, for public relations purposes.

Applicant Signature

Date

The Richland Center United Methodist Church Memorial Ministry initially updated, revised, and approved the Richland Center UMC scholarship program and ministry on November 27, 2013. Updates occur each scholarship year with the latest having been December 01, 2025.



Richland Center United Methodist Church **2026** Scholarship Recommendation Form

Applicant. Fill in your name & program/training event, and ask your reference to complete this form. Your scholarship application WILL NOT be considered unless the required number of recommendation forms has been received.

Reference. Complete this recommendation form (word process or legible printing in ink) and mail/email to **Richland Center United Methodist Church, Attn: Memorial Ministry Chair, 400 East Seminary Street, Richland Center, WI 53581**. Reference forms are due **by Thursday, April 30, 2026**. The absence of the form will constitute an incomplete application and disqualify the applicant. All information will be held in confidence. Thank you for your cooperation.

Applicant's Name: _____ Program/Training Event: _____

	5 Outstanding	4	3 Average	2	1 Below Average	Don't Know
Academic Progress or Personal Achievement (grades and/or quality of work)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance/Reliability (Class attendance and/or dependability)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude/Cooperation (Relationship with others)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills (ability to express ideas)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership (judgment and ability to lead and influence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation (initiative, resourcefulness, self-starter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential for Success (ability to set and achieve goals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Habits/Organizational Skills (ability to plan, manage, and execute)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spiritual Growth/Development (witnessed evidence of spiritual awareness & actions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: (Please feel free to attach additional pages for your comments.)

Reference Name _____ Title/Relationship _____

Reference Signature _____ Date _____

The Richland Center United Methodist Church Memorial Ministry initially updated, revised, and approved the Richland Center UMC scholarship program and ministry on November 27, 2013. Updates occur each scholarship year with the latest having been December 01, 2025.



Richland Center United Methodist Church **2026** Scholarship Recommendation Form

Applicant. Fill in your name & program/training event, and ask your reference to complete this form. Your scholarship application WILL NOT be considered unless the required number of recommendation forms has been received.

Reference. Complete this recommendation form (word process or legible printing in ink) and mail/email to **Richland Center United Methodist Church, Attn: Memorial Ministry Chair, 400 East Seminary Street, Richland Center, WI 53581**. Reference forms are due **by Thursday, April 30, 2026**. The absence of the form will constitute an incomplete application and disqualify the applicant. All information will be held in confidence. Thank you for your cooperation.

Applicant's Name: _____ Program/Training Event: _____

	5 Outstanding	4	3 Average	2	1 Below Average	Don't Know
Academic Progress or Personal Achievement (grades and/or quality of work)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance/Reliability (Class attendance and/or dependability)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude/Cooperation (Relationship with others)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills (ability to express ideas)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership (judgment and ability to lead and influence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation (initiative, resourcefulness, self-starter)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential for Success (ability to set and achieve goals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Habits/Organizational Skills (ability to plan, manage, and execute)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spiritual Growth/Development (witnessed evidence of spiritual awareness & actions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: (Please feel free to attach additional pages for your comments.)

Reference Name _____ Title/Relationship _____

Reference Signature _____ Date _____

The Richland Center United Methodist Church Memorial Ministry initially updated, revised, and approved the Richland Center UMC scholarship program and ministry on November 27, 2013. Updates occur each scholarship year with the latest having been December 01, 2025.



Richland Center UMC Continuing Education Completion Verification Form
A Ministry to Promote Higher and Continuing Education for Church Members

Applicant. Please complete this short form with the appropriate information, and ask your continuing education/training facilitator or presenter to sign and date the completion verification form. Submit/Email this completed form to Richland Center United Methodist Church (Attn: Memorial Ministry chair) as follow-up documentation.

I verify that _____ attended the
 following continuing education/training titled _____
 on _____ at _____.

 Facilitator/Presenter Signature

 Date

NOTE: This form is **only used** to verify a short-term training event for which a scholarship may have been requested. If the scholarship is to be used for “higher education” resulting in a degree or diploma, **THIS** form can be **IGNORED!**

The Richland Center United Methodist Church Memorial Ministry initially updated, revised, and approved the Richland Center UMC scholarship program and ministry on November 27, 2013. Updates occur each scholarship year with the latest having been December 01, 2025.

Page Intentionally Left Blank