

## History of the Foundation

The Selma J. Hartke Community Foundation was organized in January 2001 to act as a community foundation for the greater Litchfield community. Selma J. Hartke was a lifetime resident of Litchfield, Illinois, and devoted her life to helping other people. The Foundation seeks to carry out her wishes through the establishment of the Selma J. Hartke Scholarships.

During the last 20 years the Foundation has awarded 1,770 scholarships to deserving students in Macoupin and Montgomery Counties.

## The Board's Guidelines in Awarding a Scholarship

The Board of Directors' goal is to assist deserving high school graduates in Macoupin and Montgomery Counties who want to continue their education.

After a review of the student's application and a personal interview, the Board of Directors determines whether to award a scholarship and if so, the amount.

The amount of the scholarship is based upon the Board's analysis of the student's financial circumstances, merit, and promise of success. In making their determination, the primary concern is the financial ability of the student to pay for his or her education. The total amount of a scholarship shall not exceed 50% of the anticipated annual expenses, including tuition, room and board, fees, and related expenses, for the school the student has chosen.

All awards will be paid directly to a qualified school selected by the applicant. Any community college, college, university, or trade school that is accredited by a recognized and reputable accreditation organization, maintains a regular faculty and curriculum, and has a regularly enrolled student body in attendance will be considered a qualified school. Special consideration shall be given to those students pursuing a career in agriculture or religious studies.

The scholarship will be renewable without further application, semester by semester, for a period equal to the normal completion of the applicable course of study. The scholarship may, at the discretion of the Board of Directors, be transferable to another school. In order to be eligible for scholarship renewal, the scholarship recipient must maintain a satisfactory grade point average at his or her chosen school.

## Instructions for Applying for a Scholarship from The Selma J. Hartke Community Foundation

First Step: Read and review the statement describing the history of the Foundation and the guidelines used by the Board of Directors to award a scholarship. Pay careful attention to the guidelines while you are filling out your Application and writing your short essay.

Second Step: Go on the Internet and find the form entitled “Free Application for Federal Student Aid” (“FAFSA”). With the assistance of your parents or guardians complete the form and submit it in a timely manner to the U.S. Department of Education. The web page for the form is [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Third Step: Carefully read over the Application and thoroughly answer each of the questions (if you would like a fillable form, please email [vandrews@bhslaw.com](mailto:vandrews@bhslaw.com) and request one), especially those about your financial situation. After completing the Application, write a short essay (300-500 words) which describes your goals and ambitions.

Fourth Step: The final step is to submit to the Foundation the documents:

- (1) Your completed Application with the essay attached;
- (2) Your high school transcript, and if you are currently in college, a copy of your current college transcript; and
- (3) Your FAFSA and any response thereto.

These items should be delivered to:

The Selma J. Hartke Community Foundation  
P.O. Box 2459  
Springfield, IL 62705-2459

**Applications and supporting material must be postmarked  
no later than February 21, 2025.**

# Instructions for Initiating and Continuing a Scholarship from The Selma J. Hartke Community Foundation

*Note: U.S. Bank Wealth Management in Springfield administers the scholarship.*

## Initiating the Scholarship

Provide Victoria Bierdeman or Pamela Prather of U.S. Bank Wealth Management, with your student identification number and the address to which payment should be made.

You may contact US Bank by:

- Phone – Victoria Bierdeman (630) 390-3700; Pamela Prather (618) 545-1219
- E-mail - [Victoria.bierdeman@usbank.com](mailto:Victoria.bierdeman@usbank.com) or [pamela.prather@usbank.com](mailto:pamela.prather@usbank.com)
- Mail - Victoria Bierdeman - U.S. Bank Sterling, 305 4<sup>th</sup> Avenue, Sterling, IL 61801  
Pamela Prather - U.S. Bank Wealth Management Centralia, 201 N. Elm St.,  
Centralia, IL 62801-3248

## Continuing the Scholarship

To ensure prompt payment for the next semester, you must submit your grades from the school for the previous semester (showing you have maintained a C grade point average) to US Bank by e-mail or mail.

Please submit your grades as soon possible upon completion of the semester.

Please keep the Foundation informed of your contact information (phone and email).

## Questions

If you have a question about a payment, please contact US Bank. All other questions should be directed to Harvey M. Stephens, the attorney for the Foundation, or Vicky Andrews, at (217) 544-8491 or [vandrews@bhslaw.com](mailto:vandrews@bhslaw.com).

**THE SELMA J. HARTKE COMMUNITY FOUNDATION  
APPLICATION FOR SCHOLARSHIP**

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Name of applicant:

Age:

Email:

Mobile phone: (     )

Address:

City:

ZIP code:

Number of years living in Macoupin or Montgomery County:

Father/Guardian's name and address:

Mother/Guardian's name and address:

FINANCIAL INFORMATION:

Father/Guardian's occupation:

Annual income:

Mother/Guardian's occupation:

Annual income:

Other family income (e.g., investments, benefits):

Unusual demands on family income, if any:

Number of siblings:

If a sibling is/was a recipient of this scholarship, please provide his/her name:

HIGH SCHOOL YEARS:

High school from which you will graduate:

ACT/SAT score:

Grade point average:

Size of class:

Rank in class:

Honors/awards and offices held:

Extracurricular, church, and community activities (include number of hours per week):

