

## Frequently Asked Questions about Bozeman Friends of Music Scholarships

### 1. What can I use the scholarship for?

The scholarship can be used for music lessons, the purchase or rental of an instrument or for a music camp. Other uses are occasionally considered.

### 2. What if I know I want to use it for lessons, but don't yet know who my teacher will be?

Return your acceptance form by the deadline listed on the notification letter with a note explaining that you still need to determine to whom the check should be written. Once we know the instructor name, we will send a check to your address made out to your choice of instructor.

If we haven't heard from you by June 1st we will make ONE phone call to the parent number listed on the form to remind you of the scholarship and ask to whom we should make out the check. If you do not respond we will consider the scholarship forfeit and will offer it to an alternate.

### 3. What if I know I want to purchase an instrument, but don't yet know from where I will make the purchase?

Return your acceptance form by deadline listed on your notification letter with a note explaining that you still need to determine to whom the check should be written. Once we know the seller's name, we will send a check to your address made out to the name of the seller of the instrument.

If we haven't heard from you by June 1st we will make ONE phone call to the parent number listed on the form to remind you of the scholarship and ask to whom we should make out the check. If you do not respond we will consider the scholarship forfeit and will offer it to an alternate.

### 4. What if I've recently purchased an instrument or needed to use a credit card to order it online?

Return your acceptance form by the deadline listed on the notification letter with a copy of the receipt from the sale. We will then send a check to you as reimbursement for the purchase. You can also send the receipt in a separate mailing – just be certain the acceptance form arrives by the deadline.

### 5. How are the applications judged?

Between four and five Bozeman Friends of Music members volunteer to read and judge applications. The process is initially done electronically with all applications securely viewed online

and scored by the judges. Preliminary results are then reviewed during an in person meeting of the judges to finalize choices.

The judges look at the strength of the essay, the specificity of the request, the impact for the student and the recommendation by the teacher to determine worthy recipients.

The number of scholarships distributed are determined by the amount of money raised during the year from memberships and a variety of events, most importantly, Hawks Night Live. The number available can vary from year to year. In recent years we have had between 30 and 32 scholarships to award. The judges also select two alternates to whom they can pass the awards should a recipient be unable to accept the scholarship. It is a competitive process with many more worthy students than available scholarships.

**6. How exactly should I email the material?**

You have several options when emailing the material. You can hand write or type into the form and then scan and email it to the submission address. You can also opt to use Word or other software to fill in the application directly or recreate it and email your finished version. Please do email the application and the essay together -- preferably both in the same format. Be sure your name and contact information is on the essay too.

We will respond letting you know that we have received your material, so if you don't receive a response, please contact us to be certain your submission did not go astray. Make certain you have the correct email address – [scholarships@bfom.org](mailto:scholarships@bfom.org)

**7. I don't have access to email/I can't figure out how to email the material.**

If emailing is proving to be a particular hardship, you can mail the application to Bozeman Friends Of Music, PO Box 536, Bozeman, MT 59771. Please ensure it is received by April 1<sup>st</sup>.

**8. How many teacher recommendations should be submitted?**

Please only send one recommendation. And BE CERTAIN IT IS SENT SEPARATELY BY THE TEACHER. If you send the teacher recommendation along with your application materials, you will be disqualified.

**9. Do you notify everyone of their award status?**

Yes. You will receive a letter via email and post letting you know whether or not you received a scholarship. If we were not able to award one to you, please do not be discouraged. We regularly receive more applications than available scholarships and many worthy students don't receive an award. Please continue to try each year.

**10. I received a scholarship and returned my acceptance form with full information on how I will use the scholarship. When can I expect to see my check?**

If you provided the name of the person or entity to whom we should write the check, we will send the check to your address no later than June 30<sup>st</sup>.

If you are still determining to whom the check needs to be written still return your acceptance form and let us know you are still searching for a teacher/instrument/etc.

If we don't hear from you, we will make ONE phone call to the parent number listed on the form to remind you of the scholarship and ask to whom we should make out the check. If you do not respond or if you tell us you still have not made a choice, we will consider the scholarship forfeit and will offer it to an alternate.

**11. What if I send in my acceptance letter but something happens and you don't receive it?**

If we haven't received your acceptance letter by the deadline, we will call the PARENT PHONE NUMBER on the application to let you know we do not have the application and to determine if you do still want the award. We will make a good faith effort to connect with you and even resend the required form if necessary.

If after such efforts we still have not heard from you either by mail or by phone by June 1st, we will assume that you do not wish to accept the scholarship and will award the scholarship to an alternate.

**12. How do we contact you?**

Suzy Rea is the main contact for the Bozeman Friends of Music Scholarship committee and she can be reached at 818-388-4655 or [scholarships@bfom.org](mailto:scholarships@bfom.org). You can also try contacting us by sending a letter to PO Box 536, Bozeman, MT 59771.

We want to ensure that this process is as smooth as possible, so please don't hesitate to use these forms of communication if you have a question, concern or idea.

**IMPORTANT DATES AND DEADLINES**

4/1 -- Deadline for submission of application (must be emailed by 11:59 pm on April 1.)

5/1 -- Winners of scholarships will be notified by email and by post

6/1 – Last day for recipients to send in acceptance letter

6/30 – All checks should be distributed to recipients.