

**APPENDIX D**

**SPECIAL FORMS**

**& Related Guidelines**

Guidelines for the Phil Robinson Research Grant Application

Phil Robinson Research Grant Application

Special Interest Award Application

Application for Scholarships Provided by the Virginia Environmental Endowment

Scholarship Application: Bethel High School and Virginia Colleges & Universities

VJAS Application for Junior Officers

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# Guidelines for the Phil Robinson Research Grant Application

**Research grant funds are available to students in grades 7 through 12 who attend public or private schools or are home-schooled.**

- **In order for a public or private school student to be eligible to apply for this grant the student's school must have already become affiliated with VJAS for the current school year (i.e., must have submitted the school's VJAS School Membership Application and School Membership Fee to the VAS Office no later than the **October 1 deadline** for submission of grant applications). **It is the student's responsibility to check with his/her sponsor so that the sponsor will contact the VAS/VJAS Office for confirmation that the school has joined VJAS as a School Member.****
- **In order for a home-schooled student to be eligible to apply for this grant he/she must join VJAS as an Individual Member for the current school year (i.e., the student's parent/guardian must have submitted the VJAS Individual Membership Application and paid the Individual Membership Fee to the VAS Office no later than the **October 1 deadline** for submission of grant applications). **It is the parent's responsibility to contact the VAS/VJAS Office for confirmation that the student's Individual Membership Application and Membership Fee have been received and accepted.****

Please follow the Guidelines below as well as the instructions that appear on the Grant Application form. Also see "Conducting Research" #7 in the Handbook for further Guidelines for these Grants.

1. The supporting information for a grant should be limited to two pages (not counting the application form). It should include the title of the research, a brief statement regarding the purpose of the research, a brief statement regarding how the research is to be carried out, and a list of materials needed with prices and sources of these materials.
2. When multiple students at the same school submit grant requests, the pooling of materials should be considered. Each person does not need a pound of seed when five people are working with Wisconsin fast plants.
3. When considering the request, consider substituting less expensive equipment for the scientific form. If the research is to follow a published research project that used beakers, consider Mason jars instead of the much more expensive beakers. Consider various sizes of Ziploc bags, Gladware containers, etc.
4. Consider other than for materials. Soil can come from many sources other than from a scientific supply house.
5. The following is a list of items that will not be funded:
  - a. film & developing
  - b. presentation materials
  - c. travel
  - d. items that should be present at the school such as Petri dishes, standard glassware, standard chemicals, computer supplies, and paper products
  - e. items that are excessively expensive which is anything over \$250.00
  - f. food items such as soft drinks, meals, etc.

# PHIL ROBINSON RESEARCH GRANT APPLICATION

**Deadline: Must be received by the VJAS Director by **October 1.****

1. Name: (First, Middle, Last) \_\_\_\_\_ Grade: \_\_\_\_\_

2. Address: (Street, City) \_\_\_\_\_, VA (Zip) \_\_\_\_\_

3. Name of Student Sponsor: \_\_\_\_\_

Tel. No. \_\_\_\_\_ Email \_\_\_\_\_

4. Project Advisor (If different from Student Sponsor) \_\_\_\_\_

5. School: \_\_\_\_\_

6. Title of Research Project: \_\_\_\_\_

7. On an attached sheet, enclose a **Project Description**\* which describes the following:

Purpose of research

Procedure for testing hypothesis or a description of experimental design

Itemized list of all **SUPPLIES** to be purchased with grant funds and the approximate cost of each item. Remember, **equipment cannot be purchased** with grant funds.

8. Total Amount Requested: \$ \_\_\_\_\_

9. **ENCLOSE STATEMENT FROM SPONSOR\* SUPPORTING PROJECT.**

(Sponsor: Please verify the feasibility of the project for this student in the setting in which it is to be accomplished.) Each grant application must have a support letter.

**\*Note:** Before mailing your application via **Priority Mail**, assure that your Project Description and the Sponsor Statement are enclosed.

**Any student who receives research funds must submit a VJAS paper. If the student's paper is accepted for presentation the student is committed to attend and present his/her paper at the Research Symposium. Anyone who does not is in violation of the fund and monies received by that student must be returned to the Phil Robinson Endowment Fund.**

10. Student's Signature: \_\_\_\_\_

11. Student Sponsor's Signature: \_\_\_\_\_

**STUDENT: Do not write below this line**

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**For use of the Phil Robinson Research Committee**

\_\_\_\_\_ **Approved**      **Date:** \_\_\_\_\_

\_\_\_\_\_ **Disapproved**      **Date:** \_\_\_\_\_

**Send to:**  
**Susan Booth, Director**  
**2212 Executive Dr.**  
**Hampton, VA 23666**

**Amount: \$** \_\_\_\_\_

## SPECIAL INTEREST AWARD APPLICATION

**Submit after notification of paper acceptance**

**A COPY OF YOUR RESEARCH PAPER (with all required certifications and forms)  
MUST ACCOMPANY THIS FORM**

1. Title of Paper \_\_\_\_\_
2. VJAS Category \_\_\_\_\_
3. Name \_\_\_\_\_ Grade \_\_\_\_\_
4. Home Address (*Street*) \_\_\_\_\_  
(*City*) \_\_\_\_\_ VA (*Zip*) \_\_\_\_\_ Tel. No. \_\_\_\_\_
5. School Name \_\_\_\_\_
6. School Address (*Street*) \_\_\_\_\_ (*City*) \_\_\_\_\_, VA (*Zip*) \_\_\_\_\_
7. Student's Signature \_\_\_\_\_
8. Student's e-mail \_\_\_\_\_
9. Parent/Guardian's Signature \_\_\_\_\_
10. Student Sponsor: Name \_\_\_\_\_ Signature \_\_\_\_\_
11. Student Sponsor's e-mail \_\_\_\_\_
12. Head Sponsor: Name \_\_\_\_\_ Signature \_\_\_\_\_
13. Head Sponsor's e-mail \_\_\_\_\_

**These signatures indicate verification of the accuracy of the information provided and endorse the application for the award selected.**

14. Please check **one** award for which this application is made

- |   |   |
|---|---|
| <input type="checkbox"/> Cancer Research Award            | <input type="checkbox"/> Speleological Society Award        |
| <input type="checkbox"/> Dr. & Mrs. Leake Chemistry Award | <input type="checkbox"/> VA Museum of Natural History Award |
| <input type="checkbox"/> Infectious Disease Award         | <input type="checkbox"/> VA Sea Grant College Program Award |
| <input type="checkbox"/> Gamma Sigma Delta Award          | <input type="checkbox"/> Roscoe Hughes Genetics Award       |

15. Send by **Priority Mail** all completed application packages to the VJAS Special Interest Awards and Scholarship Chair.

**Susan Booth, Director, 2212 Executive Dr., Hampton, VA 23666**

**Deadline for Receipt: All packages MUST BE RECEIVED by **APRIL 30.****

**APPLICATION FOR SCHOLARSHIPS PROVIDED BY  
THE VIRGINIA ENVIRONMENTAL ENDOWMENT (VEE)**

The Frances and Sydney Lewis Environmental Science Scholarship  
The Henry W. Mackenzie, Jr. Environmental Scholarship

- NOTES:
- Submit after notification of acceptance of your paper for oral presentation.
  - Mail this completed application along with the additional required information for application for scholarships provided by VEE (see VJAS Handbook, VIII.SCHOLARSHIPS) to the address at the bottom of this page.
  - The checklist on the following page should be completed and mailed with your application also. It may be used by the judges as a rubric to make sure everything is included.

1. Title of Paper \_\_\_\_\_

2. VJAS Category \_\_\_\_\_

3. Applicant \_\_\_\_\_ Grade \_\_\_\_\_

4. Home Address (Street) \_\_\_\_\_

(City) \_\_\_\_\_, VA (Zip) \_\_\_\_\_ Tel. No. ( ) \_\_\_\_\_

5. School Name \_\_\_\_\_

6. School Address (Street) \_\_\_\_\_ (City) \_\_\_\_\_, VA (Zip) \_\_\_\_\_

7. Student's Signature \_\_\_\_\_

8. Student's email \_\_\_\_\_

9. Parent/Guardian's Signature \_\_\_\_\_

10. Student Sponsor: Name \_\_\_\_\_ Signature \_\_\_\_\_

11. Student Sponsor's email \_\_\_\_\_

12. Head Sponsor: Name \_\_\_\_\_ Signature \_\_\_\_\_

13. Head Sponsor's email \_\_\_\_\_

*Signatures of the above individuals indicate their verification of the accuracy of the information provided and endorsement of the application for the award selected.*

14. Please check the scholarship(s) for which this application is made:

- Frances and Sydney Lewis Scholarship
- Henry W. MacKenzie, Jr. Scholarship (must deal with James River Basin and Chesapeake Bay)
- Both the Frances & Sydney Lewis and the Henry W. MacKenzie, Jr. Scholarships

**Mailing Instructions:** Send application and accompanying information by **Priority Mail** no later than **April 30** to:

**SUSAN BOOTH, VJAS DIRECTOR  
2212 EXECUTIVE DR.  
HAMPTON, VA 23666**

Write the name of the scholarship(s) for which application is being made on the lower left hand side of the outside of the envelope.

## Checklist for Scholarships provided by the Virginia Environmental Endowment (VEE)

Applicant: \_\_\_\_\_

Paper Title: \_\_\_\_\_

★ Scholarship    Frances and Sydney Lewis    Henry W. MacKenzie, Jr.    Both Lewis & MacKenzie

Please indicate yes or no as to whether the required pieces are present. If you include a resume that includes answers to the questions, you may write “see resume” in the Comments column. If items are not included but will be coming separately, for example from your school, that should be noted in Comments.

Requirements	Yes	No	Comments
List of colleges and universities			
Field of Study			Plan for Environmental Studies in college? Religious School?
Career Plans			
Includes Awards & Honors			
School Activities & Roles			
Community Activities & Roles			
Transcript, unofficial			
Letters of Support (2)			
Five (5) additional copies of your Research Paper and forms required for paper submission			For Lewis Scholarship, is there a focus on Environmental Science?  For MacKenzie Scholarship, is there a focus on the James River Basin and Chesapeake Bay?

**SCHOLARSHIP APPLICATION: Bethel and Virginia Colleges & Universities**  
**Submit after notification of paper acceptance**  
**A COPY OF YOUR RESEARCH PAPER (with all required certifications and forms)**  
**MUST ACCOMPANY THIS FORM**

1. Title of Paper \_\_\_\_\_
2. VJAS Category \_\_\_\_\_
3. Name \_\_\_\_\_ Grade \_\_\_\_\_
4. Home Address (*Street*) \_\_\_\_\_  
(*City*) \_\_\_\_\_ VA (*Zip*) \_\_\_\_\_ Tel. No. \_\_\_\_\_
5. School Name \_\_\_\_\_
6. School Address (*Street*) \_\_\_\_\_ (*City*) \_\_\_\_\_, VA (*Zip*) \_\_\_\_\_
7. Student's Signature \_\_\_\_\_
8. Student's e-mail \_\_\_\_\_
9. Parent/Guardian's Signature \_\_\_\_\_
10. Student Sponsor: Name \_\_\_\_\_ Signature \_\_\_\_\_
11. Student Sponsor's e-mail \_\_\_\_\_
12. Head Sponsor: Name \_\_\_\_\_ Signature \_\_\_\_\_
13. Head Sponsor's e-mail \_\_\_\_\_

**These signatures indicate verification of the accuracy of the information provided and endorse the application for the award selected.**

14. Please check one scholarship for which this application is made
- Bethel Scholarship**
- College Scholarship:** \_\_\_\_\_  
(One college per application. See Handbook for list. College selects awardee, do not contact the colleges.)

**NOTE:** If you are applying for more than one you must submit separate (and complete) applications.

15. Send by **Priority Mail** all completed application packages to the VJAS Special Interest Awards and Scholarship Chair.

**Susan Booth, Director**  
**2212 Executive Dr.**  
**Hampton, VA 23666**

**Deadline for Receipt: All packages MUST BE RECEIVED by **APRIL 30.****

## Virginia Junior Academy of Science Application for Junior Officers

(Please Type or Print)

Name \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_ Grade \_\_\_\_\_

Address (Street , City) \_\_\_\_\_ VA (Zip) \_\_\_\_\_

e-mail \_\_\_\_\_

School \_\_\_\_\_

Officer Sponsor \_\_\_\_\_

e-mail \_\_\_\_\_

Desired Office:     President           Vice President           Secretary  
                            Editor-in-Chief           Communications Liaison

The following questions are to be answered in the space provided. **Answers are not to exceed the front of this sheet of paper.** Please attach the two minute speech you plan to make in front of the Academy in running for this office.

1. What other leadership experience have you had? Include the length of any office(s) and any awards won in association with that office. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. If elected to office, what changes or improvements would you suggest for the VJAS?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. If you had to tell the voters one reason why you are the best candidate for office, what would that one reason be? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Candidates Signature                                  Date                                  Parent's Signature                                  Date

- In signing, I agree to support this student in their role as an officer if elected and serve as a member of the VJAS committee for that year.

\_\_\_\_\_  
 Officer Sponsor's Signature                                  Date

- I hereby recommend the above student as a candidate for office in VJAS and support both the student and sponsor in their roles.

\_\_\_\_\_  
 Principal's Signature                                  Date

**Completed applications must be received by April 30.**  
 Send to: Susan Booth, Director, 2212 Executive Dr., Hampton, VA 23666



**ELECTION PROCEDURE**  
**Virginia Junior Academy of Science Officers**

1. All candidates for office in the VJAS must complete the “Application for Junior Officers” and compose and include a copy of the intended candidacy speech. Please TYPE or PRINT in black ink, and send to the VJAS Director so that it is received by **APRIL 30**; please do not request a signature. (See application for name and address.)
2. Be sure the Application has the following signatures: candidate acknowledgment, parent support, sponsor approval, and principal support. Any applications without the required signatures will not be eligible for acceptance. (One candidate per school please.)
3. All candidates are required to attend the VJAS Committee Meeting before the General Session; see Program for exact time and location. Candidates will deliver their speeches and have the opportunity to meet with the presiding VJAS officers to learn more about each position. Failure to be present at the Committee Meeting will result in the removal of the candidate from the ballot. (Reminder: Candidates must be dressed in business casual attire at ALL times and if not then can be removed from the election process at any time.)
4. Candidates will attend the General Sessions with their school. At the appropriate time, candidates for each of the offices will be called on stage in turn. **THERE WILL BE NO FLOOR NOMINATIONS AT THE GENERAL SESSION.**
5. To introduce each of the candidates, the presiding officers will present the candidates. **THERE WILL BE NO NOMINATING SPEECHES.**
6. Each Candidate will have no more than two (2) minutes to address the General Session. Candidates will be cut off if the speech runs over.
7. Each dues paying school in attendance will have one vote for each office. Ballots will be distributed to sponsors before the Jeffers Lecture, and collected following the conclusion of that general session. Any ballots received after this time will not be tallied.
8. Results of the election will be announced at the Awards General Session.
9. Expectations: VJAS officers are required to attend the summer meeting, winter meeting and Research Symposium, including the Annual Meeting.
10. The Office of President candidate must be a current officer or one that has participated in the meetings prior to the year of taking office.