

# The Secretariat

since 1948

November 30, 2009

Dear High School Administrator:

Each year the University of Illinois Secretariat offers the Kathryn G. Hansen Scholarship competition to students planning to pursue higher education in the office professional, secretarial, or business-related fields. The Secretariat is an organization composed of employees in civil service classifications with qualifications that meet or exceed those of Office Support Associate. Ms. Hansen was one of the founding members of the State Universities Civil Service System and The Secretariat. In her honor, The Secretariat has created the Kathryn G. Hansen Scholarship Fund.

For the 2009-2010 academic year, two scholarships in the amount of \$500 each will be awarded. The scholarships are to be used for tuition, fees, books, or other related educational expenses. To be eligible applicants must meet the following criteria:

- be enrolled full time as a high school senior in the 2009-2010 academic year in Illinois, progressing normally toward graduation, and planning to enter college no later than the fall following graduation;
- have a strong commitment to pursue a higher education in an office professional, secretarial, or business-related field within the State of Illinois with preference given to attendance at the University of Illinois;
- involvement in co-curricular and community activities;
- demonstrate academic achievement;
- be a resident of Illinois;
- be a citizen or permanent resident of the United States.

The Secretariat seeks your assistance to encourage students to pursue office professional, secretarial, or business-related fields within the State of Illinois. Those of us in The Secretariat are extremely proud of our accomplishments and campus reputation.

The application materials can be sent by email (preferred method) or U.S. mail. The postmark and email deadline for receipt of application materials is Friday, February 12, 2010.

If the winner is unable to attend the presentation they must contact the Committee. If the winner makes no direct contact with the Committee once they have been notified the scholarship is forfeited.

Please feel free to contact me at (217)265-4677 or by email at: [wisehart@inrs.illinois.edu](mailto:wisehart@inrs.illinois.edu) if you have any questions or concerns.

Sincerely,

Angela Wischart  
University of Illinois, Urbana-Champaign  
The Secretariat  
Chair, Secretariat Scholarship Committee

## Kathryn G. Hansen Scholarship 2009-2010 Application Form

Two \$500 scholarships are being awarded by The Secretariat in honor of Kathryn G. Hansen. Ms. Hansen was one of the founding members of the State Universities Civil Service System, and The Secretariat, an organization composed of employees in civil service classifications with qualifications that meet or exceed those of Office Support Associate. The scholarships are to be used for tuition, books, or other related educational expenses at any university within the State of Illinois.

### **Eligibility:**

- be enrolled full time as a high school senior in the 2009-2010 academic year in Illinois, progressing normally toward graduation, and planning to enter college no later than the fall following graduation;
- have a strong commitment to pursue a higher education in an office professional, secretarial, or business-related field within the State of Illinois with preference given to attendance at the University of Illinois;
- involvement in co-curricular and community activities;
- demonstrate academic achievement;
- be a resident of Illinois;
- be a citizen or permanent resident of the United States.

The recipient will be asked to attend a presentation at the University of Illinois, Urbana-Champaign campus to receive a certificate (typically in April). A recipient unable to attend the presentation must contact the committee. If a recipient makes no direct contact with the committee once they have been notified the scholarship is forfeited.

**Deadline for postmark or email receipt of application is Friday, February 12, 2010**

Please type:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

The application packet must include:

1. Application form
2. Brief (approximately 500 words) essay explaining your future educational and career plans. **Sign and date the essay (application will not be considered complete without signature and date on the essay).**
3. Two letters of recommendation from non-relatives.
4. High school transcript to include grade-point scale, average, ACT score and class rank. Note: an unofficial transcript will suffice.

Mailing address for application materials:

Email (preferred method): wisehart@inrs.illinois.edu

OR

U.S. Mail:

Angie Wisehart  
University of Illinois, Urbana-Champaign  
179 Natural Resources Building  
607 E. Peabody  
Champaign, IL 61820