



Association of
Desk & Derrick
Clubs

**Desk and Derrick
Educational
Trust**

5153 E. 51st St., Ste. 107
Tulsa, OK 74135

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3930 Waverly Bend
Katy, TX 77450
(281)-392-7181(H)

Jecoble3930@gmail.com

January, 2016

ATTN: Department Chairman

RE: DESK AND DERRICK EDUCATIONAL TRUST SCHOLARSHIPS

To Whom It May Concern:

The Desk and Derrick Educational Trust (ET) will accept scholarship applications for the 2016-2017 academic year from students seeking degrees in fields related to the petroleum, energy and allied industries. Such majors as geology, geophysics, petroleum engineering, chemical engineering, mechanical engineering, energy management, and nuclear engineering qualify. An application form is enclosed; however, the application form is also available on the ET website www.theeducationaltrust.org. Applications must be received by April 1, 2016 for consideration.

Approximately 10 to 15 scholarships are awarded annually with amounts ranging from \$1,000 to \$4,000. The required minimum overall GPA is 3.25. A candidate will only be contacted in the case they are a recipient of a scholarship award.

We would greatly appreciate your cooperation in passing this information along to students who might qualify for these scholarships. I have also mailed the information to the financial aid office of your institution.

Scholarships are paid directly to the school that the selected applicant attends. Upon receiving the student's proof of enrollment, current overall grade point average and declared major, the first half of the Scholarship will be paid. The second payment will be made at the appropriate time, if documentation is provided to prove the student has maintained eligibility as required.

Please do not hesitate to contact me if you require further information.
Thank you for your assistance

Sincerely,

Jill Coble
Jill Coble

Enclosures

DESK AND DERRICK EDUCATIONAL TRUST
SCHOLARSHIP APPLICATION
2014-2015 ACADEMIC YEAR

PART I

A scholarship program managed by the Desk and Derrick Educational Trust is offered to qualified student citizens of the United States or Canada who have completed two years of undergraduate studies with a minimum 3.2 overall grade point average on a 4.0 scale (United States) or 80% and above (Canada) and are enrolled in a full-time program (coop programs do not qualify). Applicants must be pursuing a degree in a major field of study related to qualifying for full-time employment (in the petroleum, energy or allied industries) and have need of financial assistance.

Please complete both pages of this application. Completed applications **must be received** at the office of the Desk and Derrick Educational Trust on or before **April 1, 2014**. **All information must be furnished; illegible or handwritten applications will not be considered (excluding Part II).**

Name: _____ Date of Birth: _____
Student ID Number: _____ Sex: Female _____ Male _____
Citizenship: United States _____ Canada _____ Daytime Phone: _____
Permanent Address: _____
Current Address: _____
Email address at school: _____ Home Email address: _____
Declared Major Field of Study: _____ Degree Sought (B.S., B.A., M.S., Ph.D.): _____
College or University: _____ Estimated Date of Graduation: _____
High School: _____ High School Location (City/State): _____

I hereby authorize and request the Student Financial Aid Office of _____
College or University Name
to release the following requested information to the Desk and Derrick Educational Trust.

Signature of Applicant

Date

PART II

THIS PORTION TO BE COMPLETED BY STUDENT FINANCIAL AID OFFICE

1. Overall grade point average: _____ Total current college credits: _____ In good standing? _____
2. Full or Part-time? _____ Undergraduate or Postgraduate? _____ Declared major: _____
3. Copy of complete transcript.
4. Do you expect the student to receive any financial aid in the 2014-2015 school year? Yes _____ No _____
If so, the estimated amounts of financial aid: Grants _____ Scholarships _____ Loans _____
Work-Study _____ Other Aid _____ Student has NOT applied for financial aid: _____
5. Estimated cost for a full-time student at your institution for the current year: Tuition/Fees _____
Books & Supplies _____ Room/Board _____ Transportation/Other _____

Printed Name *Signature* *Date*

Title

Name of University *University Tax ID Number*

University Mailing Address

City *State/Province* *Zip/Postal Code*

PART III

Brief Biographical Sketch of: _____
(Name of Student)

Note to Student: Please furnish the requested information. It is important to include a detailed explanation of your need for financial assistance and any other information you would like to have considered as part of your application. Letters of recommendation may be included with this application.

Career Objective:

College/Career Activities:

Community Activities:

Honors/Awards:

Explain Need for Financial Aid:

Details of current scholarships, if any:

Brief Employment History:

PART-TIME APPLICANTS: Upon completion of your courses, what percent of the course cost are you reimbursed by your employer? _____

Desk and Derrick: Are you currently a member of a Desk and Derrick club? Yes ___ No ___ Which Club? _____

NOTE: If you wish to learn more about the Association of Desk and Derrick Clubs and a possible club near you, please go to www.addc.org.

CHECKLIST

LAST NAME	FIRST NAME	MIDDLE NAME
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1. ____ Completed and signed by student - Part I
2. ____ Completed and signed by Student Financial Aid Officer - Part II (*may be handwritten*)
3. ____ Completed Biographical Sketch - Part III
4. ____ Transcript
5. ____ Letters of Recommendation (optional)

Reminder: Illegible or handwritten applications (Parts I and III) will NOT be considered.

FORWARD COMPLETED PARTS I, II, AND III WITH COPY OF TRANSCRIPT AND LETTERS OF RECOMMENDATION (IF INCLUDED) TO:

**Desk and Derrick Educational Trust
c/o Shirley Bridwell
Burk Royalty
P. O. Box 94903
Wichita Falls, TX 76308
U.S.A.**

Please do NOT send by Certified Mail with signature acceptance only.

(Word Document)