



## BEN – Black Employee Network

November 6, 2020

West Contra Costa Unified School District  
1108 Bissell Avenue  
Richmond, CA 94801

Attn: High School Career Counselor

**Subject: Chevron Richmond Black History Awareness Committee – Dr. William F. King Scholarship**

We invite your high school to participate in the 2021 Chevron Richmond Black History Awareness Committee Scholarship Program. Since 2004, the Chevron Richmond Black Employee Network (BEN) has awarded over 40 scholarships to deserving high school students from the West Contra Costa Unified School District. Funding for the scholarships is provided by Chevron Richmond's Policy, Government & Public Affairs (PGPA) department in partnership with the Richmond Black History Awareness Committee (BHAC). The scholarship is given in honor of Dr. William F. King. Dr. King is a distinguished African American Chemical Engineer who retired from Chevron in 2003. He also served as a Chevron recruiter, mentor and community activist.

It is Chevron's ongoing mission to invest in programs that help students achieve their educational goals, improve access to a quality education, and to provide an academic gateway for students who are historically underserved or under-represented.

We encourage you to share the enclosed scholarship applications with all qualifying seniors.

**All packets must be received by email on or before **January 18, 2021****  
**Packets that are incomplete or not received by email will not be considered.**

Please direct students to email completed packets and any questions to: [RichmondCE@chevron.com](mailto:RichmondCE@chevron.com)

Scholarship winners will be notified of the results by February 1, 2021. The 1<sup>st</sup> place winner (and possibly the 2<sup>nd</sup> - 4<sup>th</sup> place winners) will be expected to read their essay at the Annual Chevron Richmond Black History Awareness Celebration on Wednesday, **February 17, 2021**. Scholarship funds will be awarded to the college of choice upon verification of college enrollment.

The awarded scholarship monies may only be used for payment of tuition for study by the winning applicants at accredited colleges or universities during the 2021-2022 academic year. A scholarship will be forfeited if the winning applicant does not provide such proof of enrollment as noted. To be eligible for payment, each winning applicant must provide proof of enrollment at an accredited college or university to [RichmondCE@chevron.com](mailto:RichmondCE@chevron.com) by July 1, 2021, showing enrollment for at least 12 credits of study. After such proof is received, the scholarship monies will be sent directly to the selected college/university.

The amount to any scholarship will be reduced if it exceeds the winning applicant's tuition less any other scholarship or grants. If you decide to change colleges, you must notify Chevron as soon as possible to request a transfer of the scholarship monies. In the case where a student receives a full tuition scholarship from another source that will cover 100% of their college tuition costs, the BHAC scholarship will be forfeited.

**Note: Scholarship recipients are not eligible to receive more than one Chevron diversity-sponsored scholarship. If a student receives an athletic scholarship, regrettably he/she is not eligible to participate in the Chevron scholarship program. Students with parents who are Chevron employees or contractors are not eligible to apply.**

Sincerely,

Richmond Scholarship Chairperson  
Chevron Black History Awareness Committee

**BEN – Black Employee Network**  
Chevron Products Company  
(a division of Chevron U.S.A. Inc.)  
841 Chevron Way  
Richmond, CA 94802  
[RichmondCE@chevron.com](mailto:RichmondCE@chevron.com)

**Chevron Richmond**  
**2021 Black History Awareness Committee (BHAC)**  
**Dr. William F. King Scholarship**  
**2021 Application – Due by January 18, 2021**

**Student Profile**

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: Female Male

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_

High School Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Are you a child or dependent of a current Chevron employee?  Yes\*  No

(\* Children of current Chevron employees and/or contractors are not eligible for this scholarship)

How did you hear about this scholarship?  College Counselor  Academic Advisor  Other (please specify)

Which colleges or universities are you interested in attending in 2021? (List your top 3 choices):

1) \_\_\_\_\_ State: \_\_\_\_\_

2) \_\_\_\_\_ State: \_\_\_\_\_

3) \_\_\_\_\_ State: \_\_\_\_\_

## Extracurricular & Community Service Profile

Describe your top three (3) leadership activities, experiences and hours worked  
(e.g..... the name of the organization, your role and/or activity)

date range  
(e.g Jan 15 - March 15)

1.	
2.	
3.	

Describe your community involvement and extracurricular activities  
(These activities should be different than your leadership activities previously listed above)

date range  
(e.g Jan 15 - March 15)

1.	
2.	
3.	

## Essay

Compose a 500-750 word essay on the following topic. **Ensure your name and page number is on the top left corner of each page of your essay.** All essays must be typed and will be judged on content, creativity, and grammar.

**Describe events or people from Black History that made an impact on you, your family or your community and how that influenced your leadership aspirations.**

**Required Letter of Recommendation**

Include a reference letter from your teacher, coach, religious or community leader that summarizes their experience with your leadership, community involvement, and extracurricular activities. Please provide the attached "Letter of Recommendation" to your reference/endorser and then submit their recommendation with your completed application.

**GPA Disclosure**

I hereby certify the information provided in this application is, to the best of my knowledge, true and correct. I agree to provide an "unofficial" copy of my transcript to the Scholarship Committee to validate my GPA. Please have your school counselor or registrar sign the application to verify the validity that your GPA is > 2.5 (4.0 scale). If needed, we will contact your counselor to verify your transcript.

**Cumulative G.P.A.:** \_\_\_\_\_

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Student's Name \***

\_\_\_\_\_  
**contact (email/phone number)**

\* By Printing the Student's Name here, I certify that I am the student named in this application and for whom this application is being submitted.

\_\_\_\_\_  
**Counselor or Registrar's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Counselor or Registrar's Name \*\***

\_\_\_\_\_  
**contact (email/phone number)**

\*\* By Printing the Counselor or Registrar's Name here, I certify that I am the Counselor or Registrar named in this application.

## Email & Deadline Information

All application components must be emailed in one package and is due on or before **January 18, 2021**. *Late or incomplete applications will not be considered.*

*Please review your application with your school counselor or advisor. Submit your application via email to: [RichmondCE@chevron.com](mailto:RichmondCE@chevron.com)*

## APPLICATION CHECKLIST

The student is responsible for submitting all materials on time. Incomplete applications will not be evaluated. This application becomes complete and valid only when the scholarship committee has received all of the following materials:

- Student Application
- Essay
- Letter of Recommendation
- GPA Verification

**Completed Application Due On Or Before  
January 18, 2021**

Chevron Richmond Black History Awareness Celebration & Scholarship

Annual William F. King Jr. Scholarship

**Letter of Recommendation Form**

(Provide this form to your recommender)

Applicant's Name \_\_\_\_\_

**Instructions to Applicant**

You must provide a current letter of recommendation. The letter may be from an instructor, advisor, coach, community leader, pastor, etc. but it cannot be from a relative. You should inform your recommender about the Dr. William F. King Scholarship and your reasons for applying. Allow your recommender at least two weeks to write the letter. Submit the signed recommendation form with contact information with your application by the **January 18, 2021** (late applications will not be accepted).

**Instructions to Applicant's Reference/Endorser**

The person named above is applying for a William F. King scholarship. This scholarship is administered by Chevron's Richmond Black History Awareness Committee. Please type your letter of recommendation on letterhead stationery of your professional or organizational affiliation. We request your candid, written evaluation of the applicant relative to the following:

- Academic record
- Academic plans and career goals
- Personal strengths, including motivation, leadership, and commitment
- Community service and extracurricular activities

The scholarship review committee will use your observations as part of its selection process. The applicant will benefit most from a specific and illustrative evaluation rather than a general assessment. The evaluation should discuss the applicant's strengths and, as appropriate, provide insight to any areas for growth. Please share what criteria you base your judgment upon and how the applicant meets those principles.

Please complete the information below and return this form and your signed letter of recommendation. The scholarship committee appreciates your assistance.

Recommender's name/ Date \_\_\_\_\_

Professional title/Organizational Affiliation \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State/ Zip code \_\_\_\_\_

E-mail \_\_\_\_\_ Phone (       ) \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

In what capacity? \_\_\_\_\_