



Clarissa Manuel Foundation

CRYSTAL MARIE BREEDLOVE SCHOLARSHIPS

Crystal Marie Breedlove Scholarship for Business or Nursing

Dear Applicant:

Thank you for your interest in the 2020 Clarissa Manuel Foundation, Crystal Marie Breedlove scholarship award. The foundation is devoted to supporting the continued growth and development of African American undergraduate students in their pursuit of obtaining a Bachelor of Science in Business Administration (BA) or a Bachelor of Science in Nursing (BSN).

The Clarissa Manuel Foundation is a public non-profit community charity focused on supporting, empowering and enriching the community through educational and enlightening programs. The foundation focuses on three areas to attain these goals: Educational Academic Awareness, Financial Independence and Physical & Mental Well-Being. By focusing on these areas, the foundation will provide tools for the community to thrive in perhaps three of the most important parts of life: knowledge, finance and health. An educated community strives to create and build. A financially independent community creates wealth for itself and grows. A healthy community does not create a burden on itself or society as a whole.

The Crystal Marie Breedlove Scholarships were posthumously named after one of the foundation's inaugural members, who served the foundation passionately. She attended California State University, Dominguez Hills, where she acquired both Bachelor's and Master's Degrees in Business Administration. The Clarissa Manuel Foundation created the Crystal Marie Breedlove Business Scholarship to recognize her contributions in the field of business. With her husband James, they operated a Real Estate Sales Brokerage for over 25 years, assisting several hundred clients in fulfilling their dreams of home ownership. In addition to the brokerage, Crystal poured her love and hard work into their community care residential facilities that served over 50 adult clients with intellectual disabilities. Not only did she devote her time and talents to our beloved Clarissa Manuel Foundation, she also cared for her disabled daughter. She fought valiantly to recover and continuously extolled the wonderful care she received from the nursing staff for almost two years. The Clarissa Manuel Foundation created the Crystal Marie Breedlove Nursing Scholarship in response to the care and comfort these nurses gave to Crystal Marie Breedlove, our dear friend, sister, wife, and mother. In support of those who choose the selfless career of Nursing, this scholarship is given as a legacy of the selfless love Crystal also gave in the care of others. With her educational achievements, pure business savvy and her passionate work ethic, she earned the respect and admiration of many of her clients, members of the business community and the general community at large. Her legacy is indeed worth emulating.



Building a solid foundation for the future

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APPLICANT REQUIREMENTS

Applications will be accepted from applicants who meet all the following requirements:

- Must be currently pursuing a Bachelor of Science in Business Administration (BSBA/BBA) or a Bachelor of Science in Nursing (BSN) from an accredited college or university in the State of California.
- Must be a student in good standing with at least a cumulative 3.0 GPA on a 4.0 scale.

APPLICATION SUBMISSION

All applications must include the following:

- A completed application form
- A clear headshot photo (jpeg, png) – By submitting you give authorization for your picture or likeness to be used for promotional purposes on Clarissa Manuel Foundation's official website or printed publications.
- An official (sealed) transcript from your campus university registrar's office.
- Letter of Intent or Personal Statement
- (Please incorporate answers to the questions below into your essay)
 - 250-500 words or 1-2 pages double spaced, Times New Roman, Font 12
 - Why are you applying for this scholarship?
 - What makes you stand out from other applicants?
 - Was there a defining moment in your life that made you want to pursue a business career or a nursing career?
 - How do you plan to make an impact on society after you have earned your degree?
- Two letters of recommendation (electronic or wet signatures required)
 - One professional reference, on letterhead, from a supervisor from current or previous employer (including internship), professor, dean, or other administrative professional at the university.
 - One personal reference – colleague, professor, or peer.
 - **Recommendation letters must be sent directly from the recommender's email address to scholarship@clarissamanuelfoundation.org. Please be sure to have the recommender follow the guidelines above to avoid disqualification.**

Proof of current enrollment will be required if selected. Please submit one of the following by October 16:

- Enrollment verification letter
- Course registration for upcoming semester or quarter



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DEADLINE & SUBMISSION INFORMATION

Application Deadline: Please submit a completed application along with required documents listed in the “Application Submission” section by Wednesday, September 30. Applicants have the options of making an electronic submission or mailing the scholarship application and materials to the Clarissa Manuel Foundation. Please review the submission instructions on the following page carefully.

All application materials listed in the checklist below (with the exception of an official transcript) may be submitted electronically to scholarship@clarissamanuelfoundation.org on or before September 30 at 11:59pm (Pacific Standard Time). Applicants may submit a copy of their unofficial transcript along with their application and required materials. Please note that an official transcript must be received by September 30 for the application to be eligible for submission. **Official (sealed) transcripts are required and must be mailed to Clarissa Manuel Foundation, PO Box 90816, Long Beach, CA 90809 and postmarked on/before September 30.** If applicant submits scholarship application and materials with unofficial transcript but fails to mail the official (sealed) transcript by the application deadline, the application will be considered incomplete and the applicant will be disqualified.

Applicants may mail the scholarship application including official (sealed) transcript and other materials listed in the checklist to:

**CLARISSA MANUEL FOUNDATION
POST OFFICE BOX 90816
Long Beach, CA 90809-0816**

Applications postmarked on or before September 30, 2020 will be accepted. Applications postmarked after September 30 will be considered ineligible.

SELECTION OF RECIPIENTS

- The Scholarship Committee will begin the application review process in October 2020. Selection will be based on the applicant’s application, required documents, letters of recommendation, and letter of intent.
- The Scholarship Committee will contact recipients in October 2020. Due to Covid-19, the date and location of the scholarship presentation is to be determined.
- **Recipient is required to submit proof of registration to the Scholarship Committee at scholarship@clarissamanuelfoundation.org by October 16, 2020.**
- Scholarship money will be released and mailed to recipient after official proof of registration in a business or nursing program at an accredited college or university for the fall semester is submitted to the Scholarship Committee.



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APPLICATION CHECKLIST

Please review carefully to ensure that all of the following materials listed below are included in your scholarship application packet:

Check	List of items to complete
	1) Completed application form
	2) Letter of Intent or Personal Statement <ul style="list-style-type: none"> a. 250-500 words or 1-2 pages double spaced, Times New Roman, Font 12
	3) Two (2) letters of reference (electronic or wet signatures required): <ul style="list-style-type: none"> a. One professional reference, on letterhead, from a supervisor from current or previous employer (including internship), professor, dean, or other administrative professional at the university. b. One personal reference – colleague, professor, or peer. c. Recommendation letters must be sent directly from the recommender's email address to scholarship@clarissamanuelfoundation.org. Please be sure to have the recommender follow the guidelines above to avoid disqualification.
	4) A clear headshot photo (jpeg, png)
	5) An official (sealed) transcript mailed to: <p style="text-align: center;">CLARISSA MANUEL FOUNDATION POST OFFICE BOX 90816 Long Beach, CA 90809-0816</p> <p style="text-align: center;">TRANSCRIPT MUST BE <u>POSTMARKED</u> ON/BEFORE SEPTEMBER 30.</p>

We thank you for your interest in the Clarissa Manuel Foundation's Crystal Marie Breedlove Scholarship. If you need additional information, please contact Ms. Kia Ross, Clarissa Manuel Scholarship Committee Chair, at scholarship@clarissamanuelfoundation.org.

2020 | Clarissa Manuel Foundation

UNDERGRADUATE SCHOLARSHIP APPLICATION FORM



(Scholarship Application Deadline September 30)

Scholarship Application (check one):

___ Business Scholarship (BSBA/BBA)

___ Nursing Scholarship (BSN)

Name _____ Date of Birth _____
Last First Middle Initial

Mailing Address _____

City _____ State _____ Zip _____

E-Mail Address _____ Phone _____

Degree you are pursuing _____

Program currently enrolled in _____

Expected date of graduation _____

School currently attending/Campus Location _____

Address _____ City _____ State _____

Current or most recent GPA _____

Please check all that apply:

College/University High School

Freshman Sophomore

Junior Senior

Are you a U.S. Citizen?

Yes No

If no... Permanent Resident Student Visa

How did you hear about this scholarship?
