

2026 Renewal Form and Instructions

Zachary Ruble ◦ Laurance L. Browning, Jr. & Virginia J. Browning Scholarships

FOR EXISTING RECIPIENTS, ONLY

Please read and understand before continuing. YOU are ultimately responsible for ensuring that your renewal information is complete, and that ALL required materials are submitted no later than the deadline stated. Submitting your renewal as early as possible will give us an opportunity to contact you if materials are missing. But, submission in the final few days may not provide enough time.

The attached form is to be submitted when applying to renew your scholarship. Answer all questions as completely as possible. If you have questions, contact the Foundation office by sending an email to hfound@att.net, or by calling (606) 563-9333.

ELIGIBILITY: You must not have already completed or attended four years of college. You must be attending or planning to attend, an accredited U. S. college or university, as a full-time student. Your cumulative grade point average, at the end of the current school year, must be 3.0 or better to receive the Ruble Scholarship, and 2.5 or better to receive the Browning Scholarship.

SUBMISSION DEADLINE: Completed renewal forms, plus all additional materials required, are to be in the Foundation office at 135 West Second Street, Suite 1A, Maysville **no later than 5:00 P.M. Wednesday, April 15, 2026.** It may also be mailed to us at P.O. Box 208, Maysville, or emailed to hfound@att.net.

ATTACHMENTS: Pay careful attention to the section that lists additional information that must be submitted in order for a renewal to be considered complete.

AWARDS: Scholarships are awarded for one-year periods, and are paid directly to your school, in substantially equal payments, prior to each term. You must submit a renewal form to retain your scholarship.

COMMUNITY SERVICE REQUIREMENT: Since this is a community-based scholarship, you must complete 10 hours of community service in order to reapply your scholarship for the following college year. Service will be documented on our Community Service Report Form, and the form submitted with or before the renewal application. More information is available on our website, hayswood.org.

FORM FOR EXISTING RECIPIENTS TO REAPPLY, ONLY

GENERAL INSTRUCTIONS

- All responses to questions on this form must be clearly typed, or printed in ink. If you have questions, contact our office by calling (606) 563-9333, or by email to hfound@att.net.
- The applicant's name must appear on all supplemental information attached to or accompanying the application.

VERY IMPORTANT: INFORMATION TO BE INCLUDED WITH, OR PROVIDED FOR THIS FORM

If you have not already submitted your community service hours report, it must be provided to our office no later than the due date of this renewal form.

PERSONAL INFORMATION OF APPLICANT

Name: _____ College Student ID No.: _____

Full Home Address: _____

Email Address: _____ Parent's Email Address: _____

Home Phone Number.: _____ Phone number where you can be reached at college: _____

Current enrollment status: () Undergraduate in _____ year of study; () Graduate or professional studies; () Not currently enrolled.

Name of the college or university that you will be attending. _____

Indicate your major area of study. _____

Will you be graduating after completing the upcoming fall term, and your plans following graduation? _____

CERTIFICATION & AUTHORIZATION BY APPLICANT

As an applicant for a Hayswood Foundation scholarship, I certify that the information I have provided on this application is correct to the best of my knowledge. I understand that my submission of this application in no way guarantees that funds will be awarded, or the amount of the award should I be selected. If selected, I understand that:

- (1) I may attend the college or university of my choice, provided I am pursuing an Associate or higher degree, and the institution is accredited and located within the United States;
- (2) All scholarship funds awarded will be paid directly to my school, to be applied toward my expenses under the school's normal procedures for the administration of scholarships;
- (3) I must submit a copy of my class schedule in advance of each semester as evidence of my full-time enrollment for that semester;
- (4) The Foundation reserves the right to cancel any scholarship for failure of a recipient to meet academic requirements, or because of a recipient's unlawful conduct; and
- (5) Selection as a recipient for the upcoming school year does not guarantee funding for any subsequent year.

I authorize the release of my academic information to Hayswood Foundation, Inc.

Signature of Applicant

Date

FORM FOR EXISTING RECIPIENTS TO REAPPLY, ONLY

Have you remembered to do the following?

- Review all information on the application for accuracy.**
- Provide a working email address** (You need to monitor your email after submission for messages from us regarding our additional needs, or about application omissions that must be corrected.)
- Include your report of community service hours, if not already submitted to our office.**
- Sign the renewal form.**
- Arrange for the delivery of your renewal form to our office, along with all other required information, before this year's **deadline of 5:00 p.m., Wednesday, April 15, 2026.****

Academic Year: _____

Scholarship Community Service Hours Report Form

Ver. 12/2024

Check One: Downing DeSpain Stahl Hedges-Barnett Moore Ruble Reetz Browning Walden

Print Name (*sign below*): _____

10 hours of community service are required as a condition of receiving a Hayswood Foundation scholarship, and in order to reapply to retain that scholarship. Explain in detail, below, the service performed and persons or group benefiting from the service.

Date	Service Site	Detailed Description of Service, and Who Benefited from Service	No. Hours
Agency & Agency Representative (please print)		Agency Representative Signature	Agency Phone No.
Date	Service Site	Detailed Description of Service, and Who Benefited from Service	No. Hours
Agency & Agency Representative (please print)		Agency Representative Signature	Agency Phone No.
Date	Service Site	Detailed Description of Service, and Who Benefited from Service	No. Hours
Agency & Agency Representative (please print)		Agency Representative Signature	Agency Phone No.

I certify that the above information is correct to the best of my knowledge.

Student Signature: _____ Date: _____

Hours (<i>this sheet</i>): _____
Total Hours Submitted: _____

See instructions on back for completion and submission. KEEP COPY FOR YOUR RECORDS.

Hayswood Foundation, Inc., 135 West Second Street, Suite 1A, Maysville, KY 41056 Email: hfound@att.net

Scholarship Community Service Requirement

Requirement Basics

Recipients of scholarships administered by Hayswood Foundation, Inc. are required to complete 10 hours of community service. Information about service activities completed must be logged on the report provided by the Foundation, and submitted to the Foundation office as proof of compliance. Completion of the hours and submission of the report are required for a scholarship to be considered for future renewal. Recipients with no future years of eligibility remaining are also expected to complete the service hours as a condition of being a current recipient.

Qualifying Activities

There is no set list of activities that qualify, simply a hope that they will involve services designed to improve the quality of life for the general public, or for solving problems related to public needs. These will be activities performed as a volunteer. Certainly, we would like for your volunteer work to be done in your home community. However, we understand that you may have more opportunities to pick up hours at activities occurring where you are studying.

Completion Time Period

If you are doing this as a requirement to reapply for your scholarship for the following college year, your service may be completed at any time from May 1st up to the due date for your renewal application (It is urged that you submit your renewal application and complete your hours as soon as practical.). If this is your final year to receive a scholarship, and you will not be reapplying, we ask that you complete your service hours by April 15th.

Report Submission

Completed community service activities must be reported on the form provided by the Foundation, which is available on our web site, www.hayswood.org, or can be obtained by emailing a request to hfound@att.net. You may submit reports at any time during the completion time period, even if for only a portion of the 10 hours required. Reports may be mailed or delivered to our office at 135 West Second Street, Suite 1A, Maysville, KY 41056. They may also be scanned and emailed to hfound@att.net. Be sure to keep a copy for your records, in the event that resubmission is necessary.