



GUIDELINES FOR THE LOCAL REFUGEE EDUCATION FUND

Objective: This Memorial Fund was established in honor of Ruth Lehman who was actively involved in refugee education through First Presbyterian Church of Allentown (“FPCA”). The Fund’s purpose was to help local refugees with their education needs. The Fund has been used in the past by the Refugee Team to provide financial assistance for ESL classes for refugees, for community college costs, for traditional college costs and for similar education expenses. The current balance is about \$9,000. A Local Refugee Education Fund Committee is now being formed by Mission Leadership Team (“MLT”) to administer the Fund, including advising refugees about the Fund and selecting refugees to receive grants.

Guidelines: The Committee will consist of five people appointed by the Pastor supervising the Mission Leadership Team (“MLT”). One member will be a pastor of FPCA. One member will be the Elder serving on Session assigned to Mission. Three members or any alternates will be current or past members of MLT or of any of the Mission Teams reporting to MLT. At least one of the five members should have significant experience working with local refugees.

Annually, in November or December, the Committee will send out notices of the Fund and the Application Process. The notices will be published in the church bulletin and sent to the Refugee Center in Allentown (if still operating) and to any person or organization the Committee determines in its discretion.

The deadline for filing applications and all supporting documents will be January 1. The Committee will then review any completed applications, interview those applicants they determine are most qualified, and decide on grants by February 15.

Those receiving grants and the amount of any grant will be determined in the sole discretion of the Committee. Preference will be given to local refugees with connections to FPCA.

Grants will generally be given in the amount of \$1,000 or less per recipient in order to include more than a few refugees and also because the current fund’s balance is only approximately \$9,000. If significant additional funds are received, the Committee has the discretion to award larger amounts.

All applications are confidential and are the property of FPCA.

The Committee will report its activities annually to MLT and Session.

The Fund will terminate when its assets have been distributed.



APPLICATION FORM FOR THE LOCAL REFUGEE EDUCATION FUND

This Memorial Fund was established in honor of Ruth Lehman who was actively involved in refugee education.

Annual Application Process:

- 1. All application forms and any additional documents shall be received by January 1.**
- 2. The Committee will then review any completed applications, interview those applicants they determine are most qualified, and decide on grants by February 15.**
- 3. The Committee in its sole discretion will select the recipients and determine the amounts granted. Preference will be given to local refugees with connections to FPCA.**
- 4. Applications and any additional information are confidential and are the property of First Presbyterian Church of Allentown.**
- 5. Questions should be directed to the Mission Director of FPCA tel # 610 395 3781.**

(Please COMPLETE THE FOLLOWING AND PRINT YOUR INFORMATION)

NAME: _____

HOME ADDRESS: _____

Number, street, unit #, city, state, zip code

PREFERRED PHONE NO: _____

E-MAIL ADDRESS: _____

On a separate sheet of paper, please provide the following:

COMMUNITY SERVICE: (If applicable) Please list all areas of community service, what you did and dates of service; start with the most recent.

PERSONAL ESSAY: Prepare an essay of about 300 words and include: biographical information; information about your goals; the reason that you are requesting financial assistance; and the use of this grant towards your goals.

LETTER OF ACCEPTANCE: Please provide a copy of the Letter of Acceptance from the school you plan to attend with this application or as soon as you receive it.

LETTERS OF REFERENCE: Please provide a reference letter from a pastor or religious leader and a reference letter from a member of FPCA if possible.

To the best of my knowledge, I declare the above information to be true.

Signature _____ Date _____

FORWARD THE COMPLETED APPLICATION and REQUESTED INFORMATION

BY JANUARY 1 TO: First Presbyterian Church of Allentown
The Local Refugee Education Fund Committee
In Care of the Mission Director
3231 W. Tilghman St., Allentown, PA 18104-3496