Comal County Genealogy Society Scholarship Instructions

SCHOLARSHIP AWARD: One student will be awarded $1,000.00
(Note: The funds will be released directly to the student's college/university)

DUE DATE: 08 March 2027

Overview

The intent of this scholarship is to not only give the recipient a scholarship, but to give ALL applicants a sense of what it is like to participate in genealogy and to learn about their family history. We hope that the final application will become something special to the applicant that they will treasure.

Scholarship Overview (with links to the Instructions and the Application)	https://www.ccgstexas.org/scholarship/
Submission and Support/Questions Email	scholarship@ccgstexas.org

Steps

1. Go to the Comal County Genealogy Society (CCGS) Scholarship page listed above.
2. Obtain the **CCGS Scholarship Instructions** (this file) and the **CCGS Scholarship Application** by either downloading the files or using the link to the Google Drive folder. Both options are available on the webpage. The files on Google Drive are read only. You will need to make a copy to edit.
3. Rename a copy of the application file to "**CCGS Scholarship Application - *name*"** (where ***name*** is replaced by the applicant's name.
4. Edit the renamed application file (see below for detailed instructions).
5. Email the prepared application to the above email address with the subject **"CCGS Scholarship**".
6. You may also use the above email address if you have any questions about the application or the process.

By submitting the application, you agree that the Comal County Genealogy Society is allowed to publish the winning application in the CCGS *Family Footsteps* publication. Instructions for filling out the application document follows below:

APPLICANT INFORMATION

Applicant

Fill in information about the applicant. This will be used to contact the applicant.

High School

Fill in information about the applicant's high school. This will be used to verify eligibility for the scholarship. The high school needs to be in Comal County, Comal ISD, or New Braunfels ISD.

College / University

Fill in information about the expected College or University the applicant will attend. This can be updated later if it changes. This information will be used to directly transfer any scholarship to the institution listed.

ANCESTOR CHART

Four Generation Ancestor Chart

Start your family tree. Applicant must submit a family lineage to four generations using an Ancestor Chart (also called a Pedigree Chart). An Ancestor chart is used to keep track of family members' names, birth dates, marriage dates, and death dates. The Ancestor chart also records the locations where these events took place.

The form has been pre-populated with a guide to the format for the information. Just replace the sample text with the actual information. If information is not known, then enter as "Unknown." This includes names, dates, and places. If information is only partially known, then enter what you know and leave the rest blank.

Replace the underlined relationship text with the name of the individual. Leave the name underlined. All female names should be entered with their maiden names (i.e., the surname with which they were born).

All dates should be in the form of DD MMM YYYY where:

- DD is the two-digit day of the month. Days should have a leading 0 (zero) if they are before 10.
- MMM is the 3 letter abbreviation for the Month
  (JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV, and DEC)
- YYYY is the four-digit year.

Example dates include 01 APR 1900, 31 OCT 1970, DEC 1956, 1932, Unknown.

All places should be in the form of City, County, State, and Country.
A state can be abbreviated with the standard 2-character abbreviation (e.g., TX)
If the country is the United States, it can be abbreviated as USA.

IMPORTANT: To ensure privacy for listed living family members, please enter their name, type "Living" for the person's Birth Date, and leave the other fields blank. Providing living family member's information on the Ancestor Chart or in the documentation will disqualify the submission.

Ancestor Chart Documentation and Notes

This page is used to document the sources the applicant used to fill out the Ancestor Chart information. Documentation shows how likely your research is correct and is particularly helpful if conflicting information is discovered while conducting future research. Identifying information sources can help evaluate contrary information. This page can also be used to record any notes that would not fit on the actual Ancestor Chart.

Sources can include the applicant (personal knowledge), other individuals (and how they know the information), official documents (birth/death/marriage certificates), obituaries, tombstones, etc. Provide enough information so the source can be located again in the future. Just add a note of "Living" if the person is alive.

The numbers on this page correspond to the numbers on the Ancestor Chart. For example, those items under 4. would be the sources and notes for the applicant's paternal grandfather (their Father's Father), who has number 4 on the Ancestor chart. Do not worry if this section extends more than one page.

Ancestor Chart Scoring

300 Total points: 6 points per filled-in name (90 points), 15 points per ancestor for supporting information, including dates, places, formatting, filling in unknown, and adding documentation notes (210 points).

TREASURED OBJECT

Please insert a picture of a treasured family photo, heirloom, or document that you would like to share with the Comal County Genealogy Society.

Please insert a picture of the object in the location indicated.

Description

Try to obtain as much information as you can about the object you have selected.

- If a photo: who or what is in the photo; when and where was it taken; who took the photo, etc.
- If an object or heirloom: what is it and what was it used for; who owned it or used it.
- If a document: what type of document; who received or wrote the document; what was the occasion of the document.

We suggest keeping this to under 100 words.

Importance

Please describe why it is a treasure to you. We suggest keeping this under 150 words.

Treasured Object Scoring

200 Total points: Applicant can receive up to 50 points for the picture (quality, applicability), 50 points for the Description write-up, and 100 points for the Importance write-up.