



SCOTT & HOFFNAGLE SCHOLARSHIP FUND

Commonwealth Fire Protection Company a 100% Employee-Owned company (CFPC) is pleased to provide you with information regarding the (Stephen) **Scott & (Paul) Hoffnagle Scholarship Fund**. The SES & PWH Scholarship Fund was originally established in 2015 to honor the past President of CFPC, Stephen E. Scott and revised in 2018 to honor past CEO, Paul W. Hoffnagle. CFPC is a fire sprinkler contractor located in Leola, PA and Wilmington, De. serving the Mid-Atlantic area with design, fabrication, installation, service and inspection of automatic fire sprinkler systems.

Steve Scott was the founding owner and President of Commonwealth Fire Protection. He was our leader, our mentor and most importantly, our friend! Steve was wise beyond his years. He was honorable and always did "it" right! Regardless of the situation, he always took "the high road" and did what was necessary to maintain a relationship, whether it be business or personal. He was a person of high integrity. Steve surrounded himself with like-minded people and built our company through hard work and dedication. CFPC celebrated our 45th year of business in 2022.

Paul W. Hoffnagle was one of those like minded people who surrounded Steve. Paul's integrity and ethics lead him to live his life to the fullest. Paul's impact on everyone he met was immeasurable! After the loss of Steve, Paul continued his dedication to the CFPC family and he lead with honor. There is an extremely large hole missing in the lives of those who knew Steve and Paul, but it is the ultimate goal of CFPC to honor them both with the glory they deserve.

Steve and Paul both had the same love of the outdoors and the shooting sports. They both had a thorough love of fly fishing and hunting. Steve always had an English Setter at his side chasing grouse and pheasants and Paul always had his labs chasing pheasants, ducks and geese. The obvious method of fund raising was to hold an annual Sporting Clays Shoot. In the first eight (8) years CFPC has hosted the event, over \$175,000 has been raised for scholarships for students involved in furthering their education. In our ninth year offering scholarships we have been blessed to be able to increase the scholarship awards to \$35,000. Information is available on our web site www.cfpsprinkler.com

The SES & PWH Fund was developed to honor Steve and Paul and their dedication to continued education. Steve and Paul were both very active in encouragement of education. Although all applications for individuals furthering their education are considered, preference will be provided to Construction "trade" related curriculums.

Sincerely,

SES & PWH Scholarship Board of Directors,
Dave Woratyla, Jeff Fromm, Charmaine Zercher, Tim Kershner, Joy Scott, Jeff Wyse, Logan Warner

SCOTT & HOFFNAGLE SCHOLARSHIP PROGRAM - 2023

The Scott & Hoffnagle Scholarship Fund (the “**Fund**”) is pleased to offer academic scholarships for the continuing education of an individual pursuing higher education.

ARTICLE I. PURPOSE

The purpose of the Scott & Hoffnagle Scholarship Program (the “**Scholarship Program**”) is to provide financial assistance to individuals who are pursuing higher education after graduating from high school.

ARTICLE II. ELIGIBILITY

Subject to the discretion of the Scholarship Selection Committee (the “**Committee**”), individuals who meet the following minimum criteria are eligible to be considered for an annual scholarship:

1. The individual currently *resides within a **50 mile radius of Leola PA or a 25 mile radius of Wilmington DE**; (* current home address) and, if attending high-school, the school address must be located within a **50 mile radius of Leola PA or a 25 mile radius of Wilmington DE**
2. The individual maintained a minimum grade point average of 2.50 in the most recent academic year in which the applicant attended high school or an accredited post-secondary school. Notwithstanding the foregoing criteria, the Committee ultimately determines eligibility. The requirements set forth in this paragraph may be waived in special circumstances where an applicant is able to demonstrate his or her commitment to the pursuit of continuing education through work experience, including, but not limited to, military service, since he or she last attended high school or an accredited post-secondary school;
3. The individual has previously passed the General Education Development (“**GED**”) tests or (iv) is enrolled full-time in an accredited post-secondary institution; and
4. The individual has been admitted as a full-time student at an accredited college/university, community college, or trade/technical school located either in the **state of Pennsylvania or the state of Delaware**. The individual will attend the college in the academic year immediately following the scholarship selection date. For purposes of this policy, an applicant will be considered a “full-time student” if at all times during the academic year he or she will be enrolled in a minimum of twelve (12) credit hours or the school’s equivalent of full-time enrollment if the school does not operate on credit hours. The committee will consider granting scholarships for one semester/less than a full academic year in certain instances where a student will be graduating halfway through the academic year.

Notwithstanding anything to the contrary otherwise provided herein, individuals who are related to (1) the Officers of Company, (2) members of the Board of Directors of the Fund or (3) members

of the Committee, are strictly prohibited from receiving a scholarship award under the Scholarship Program.

The receipt of other scholarships or awards will not jeopardize the award of a scholarship to a qualified applicant.

A scholarship recipient must apply and be selected annually for scholarships. All scholarship recipients must submit proof annually upon re-application that he or she has maintained a 2.5 grade point average. Should a scholarship lapse because of academic deficiency, the student may apply to the Committee for a scholarship in a subsequent year upon completion of at least one year during which the applicant meets the minimum grade point average eligibility requirements or otherwise demonstrates his or her commitment to the pursuit of continuing education.

Each scholarship recipient is eligible for a maximum of four (4) scholarship awards.

ARTICLE III. APPLICATION PROCESS

Application materials must be received by **May 12th**, in order to be considered. The following materials must be submitted:

1. A completed application form; with attachments as necessary. If application is hand-written, ALL information must be legible.
2. A typed essay (no more than two pages double-spaced) addressing one of the following topics:
 - a. Describe an accomplishment you have been recognized for and its influence on you.
 - b. Who has been most influential in your life and why?
 - c. What are your career aspirations and why?
3. One letter of reference or recommendation from a teacher, coach, or other adult who is not a family member and one letter of reference or recommendation from his or her school counselor or equivalent individual.
4. High School and (if applicable) College transcripts, or, in the case of an applicant who has passed the GED tests, a Certificate of High School Equivalency; and
5. Letter of Acceptance at an accredited college/university, community college, or trade/technical school (or other proof of enrollment).
6. Application and associated documentation **MUST** be included as (1) ONE submission. Multiple document submissions will not be considered or accepted.
7. Submission of application and associated documentation by **EMAIL** will not be considered or accepted.

ARTICLE IV. SELECTION PROCESS

Recipients will be selected by a Committee based on application materials provided. The Committee shall consist initially of three (3) community representatives. The initial members of the Committee shall be:

1. Benae Hoffnagle
2. Daniel J Laird
3. Joy Scott

The Fund or the Scholarship Selection Committee will publicly announce scholarship awards.

The factors to be considered by the Committee in awarding scholarships shall be:

1. The eligibility requirements described above in Article II;
2. The applicants' **particular field of study/degree major must be stated on the application** with preference given to a construction trade related field.
3. Academic record and scholastic achievement;
4. Community Involvement (activities in school, church, sports, charities, or other community groups);
5. While financial need is not a qualifying factor, should there be applicants who are substantially equal in all other qualifying areas, the Scholarship Selection Committee shall then give consideration to financial need when making the award;
6. Such personal references and other materials provided; and
7. Any other considerations determined to be relevant by the Committee.

ARTICLE V. AWARD

The Committee will award scholarships each year to such qualified applicants and in such amounts as determined by the Committee, in its sole discretion. Regardless of the Fund's assets, the Scholarship Selection Committee is not required to award scholarships in a year when it determines there are no qualified applicants. In the absence of qualified applicants then a portion of the un-awarded scholarship funds will be sent to a technical college selected by the board.

All scholarship applicants will be notified of the Scholarship Selection Committee's decision by **June 16** of each year. Payment will be made to the recipient's school of choice upon notification and in accordance with such institution's scholarship guidelines.

ARTICLE VI. QUESTIONS

If you have questions or need further information, please contact Dan Laird at 717-517-4789 or dan@cfpsprinkler.com.

THE SCHOLARSHIP PROGRAM APPLICATION FORM

Please complete this form. Information must be typed or printed directly on this form or provided under separate cover. Please put an asterisk by your preferred mailing address, if applicable.

Personal Information

Name _____ Age _____

Address _____

Email Address _____

Phone Number _____

High School Information (if applicant has not yet begun studies at a post-secondary institution)

High School name and graduation date _____

High School GPA: _____

Post-Secondary School Information (Complete all applicable portions)

Accredited post-secondary school name (please attach a copy of the acceptance letter or other proof of enrollment to the application) _____

Accredited post-secondary school address, city, state _____

Accredited post-secondary Admissions Office telephone _____

Overall GPA, if applicable _____

Major GPA, if applicable _____

Major _____ (required per Selection factors)

Expected graduation date _____

Other Information (include as a separate attachment if necessary)

Honors _____

Activities/Sports _____

Jobs/Volunteer Work _____

Family Care Responsibilities _____

Community Involvement _____

Are there other circumstances that should be considered when reviewing your application?

(attach transcripts or official records)

Essay

Please prepare a typed essay (no more than two pages double-spaced) addressing one of the following topics:

1. Describe an accomplishment you have been recognized for and its influence on you.
2. Who has been most influential in your life and why?
3. What are your career aspirations and why?

Application materials must be received by May 12, 2023 in order to be considered. Please remember to attach the following materials to this application: 1) all relevant transcripts; 2) the applicant's chosen essay; 3) a copy of the applicant's college/university acceptance letter or other proof of enrollment; and 4) required reference letters.

Send completed application materials to:

**Scott & Hoffnagle Scholarship
c/o Commonwealth Fire Protection
P O Box 351
Leola, PA. 17540**