



# Eric Burtchett Memorial Scholarship Fund Scholarship Application

In today's world, many students face pressure to pursue traditional degrees rather than trade school, despite the many opportunities in the trades. Students interested in hands-on service careers, such as welding, electrical, woodworking, plumbing, and more should be encouraged.

This scholarship aims to support high school seniors and current trade school students who are interested in pursuing careers in the trades. ***\*\*Montana Residents ONLY, must be attending a school in Montana.***

☐ I have read and understand the 2026 Scholarship Program

All application documents can either be emailed to [ericburtchettmemorial@gmail.com](mailto:ericburtchettmemorial@gmail.com) or mailed to PO Box 242, Geraldine, MT 59446. ***Application deadline is March 15, 2026 at 11:59 PM MST***

Full Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Trade School Attending and Approved Program:

\_\_\_\_\_

Expected Program Completion Date: \_\_\_\_\_

I have included the following with my application:

- ☐ Essay
- ☐ (2) Reference Letters
- ☐ Trade School Costs Form

***\*\* Make sure to read the scholarship program for more details on items to complete and send with application.***

**ESSAY:**

***\*\*Please provide on a separate sheet of paper your answer to the following essay.***

**Tell us about the specific trade you're interested in and what inspires you to pursue a career in that trade? How will your skills contribute to the future of trade careers in Montana?**

# Eric Burtchett Memorial Scholarship Fund Trade School Scholarship

## PROGRAM OVERVIEW

### **Who is eligible to apply?**

To be eligible for this award, you must:

- Be a high school senior, high school graduate, or have a GED equivalent
- Plan to complete/graduate trade-related program after December 1, 2026
- Be enrolled or plan to enroll in an approved trade program at an accredited two-year college, technical school or other approved technical institute in **Montana**, USA. **\*\*Four-year degree or bachelor programs are not eligible.**

### **What are the approved trade programs?**

To be eligible for this award, you must be enrolled or plan to enroll in one of the following approved certificate, license or two-year programs:

- Automotive Technology
- Aviation Technology
- Carpentry
- CNA Program
- Commercial Driving
- Construction
- Cosmetology
- Culinary Arts
- Diesel Technology
- Electoral Technology
- Emergency Medical Technology
- Farming & Agriculture
- Fire Science & Technology
- Heavy Equipment Operation
- HVAC
- Machinery
- Manufacturing
- Marine Technology
- Pipefitting
- Plumbing
- Welding

If your trade program is not listed or does not fall directly under one of these categories, your program may not be eligible for an award. Please note that the approved trade programs are categories, not necessarily specific programs. If you are not sure whether your program falls directly under one of these categories, please contact us at [ericburtchettmemorial@gmail.com](mailto:ericburtchettmemorial@gmail.com).

The following are **not** eligible for this scholarship:

- Any four-year or bachelor's degree program or higher
- Computer Science/IT
- Diving
- Nursing/Dental, Laboratory, or other healthcare programs
- Pilot/Aircraft Dispatcher

**What is the application deadline?**

**March 15, 2026 at 11:59 PM MST**

*Applicants are strongly encouraged to submit application as early as possible. The Eric Burtchett Memorial Scholarship Fund reserves the right , in its sole discretion, to either cut off or extend the application submission deadline based upon its evaluation of the applications received.*

**What is the anticipated timeline for the Trade School Scholarship Program?**

- Application Opens: January 1, 2026
- Application Deadline: March 15, 2026 at 11:59 PM MST
- Notification of Selection Results: March 22, 2026
- Funds Disbursed: Upon completion of the 1st semester or August 1, 2026 if starting 2nd semester fall 2026

**What are the items I have to complete for this application?**

As part of the application process, new applicants must:

- Complete application and essay question
- Have 2 solid reference letters - We only accept reference letters from a boss, supervisor, teacher or someone you have reported to who will gush about you in a way that will knock our socks off.
- Verify your college or vocational/technical school costs: A financial aid official at your school must submit a school cost form to verify the cost of your program.

**Is this award renewable?**

No. However, prior applicants may reapply and complete another application as long as they disclose that they are former recipients, provide the reason for reapplying, and continue to meet the eligibility criteria.

**Who administers this program?**

- Eric Burtchett Memorial Scholarship Fund Evaluation Committee

## **AWARD DETAILS**

**How will the application be evaluated?**

The Eric Burtchett Memorial Scholarship Fund and its Evaluation Committee will review the applications based on a rubric that considers:

- Approved program and school
- Strength of reference letters, specifically from a boss, teacher, or supervisor
- Essay responses
- Financial need
- Completeness of application

*Decisions of the Eric Burtchett Memorial Scholarship Fund and its Evaluation Committee are final and are not subject to appeal. No application feedback will be given.*

**What are the details of the award?**

- The number and amounts of awards are determined by the Eric Burtchett Memorial Scholarship Fund and its Evaluation Committee depending on the success of fundraising events, and the awards are not renewable.

- The scholarships will be applied to tuition, book, and/or tool costs only required for course load at accredited two-year colleges and vocational/technical schools in MT, USA. Scholarships cannot be applied towards anything other than tuition, book, and/or tool costs, including, but not limited to, room and board, transportation, and any other cost of living expenses.

**What are my responsibilities if I am chosen as a recipient?**

- You must be enrolled in an approved trade program at an accredited two-year college, vocational or technical school in the fall of 2026.
- You must continue the entire academic year without interruption unless approved by the Eric Burtchett Memorial Scholarship Fund. You must deliver your award check with its attached instructions to your financial aid official at your school. It is your responsibility to notify EBMSF if your check does not arrive within 30 days of disbursement date.
- You are required to give EBMSF an update six months after receiving the award. We want to stay in touch and hear how your program is going.

**How and when are funds issued if I am chosen as a recipient?**

We anticipate issuing your award check upon completion of the 1st semester or August 1, 2026 if starting 2nd semester fall 2026. Your award check will be made payable to the school listed on your application. Your award check cannot be made payable to you, the recipient. The award check, along with instructions for your school, will be mailed to your home address, and you must deliver the check and instructions to your financial aid official at your school for processing.

## **APPLICATION DETAILS**

**Which school should I list on the application if I have not made a final decision?**

You should list your first-choice school on the application. You can change your college choice any time prior to the application deadline. If selected as a recipient, you will be asked to confirm your final school choice. If your school changes after the acceptance deadline, you will be able to update this information by contacting EBMSF via email.

**Do I need to know which school I plan to attend before submitting my application?**

Yes, you must list the school that you attend or plan to attend. You can change your school choice at any time prior to the application deadline as long as it still meets the criteria. If selected as a recipient, you will be asked to confirm your final school choice. If your school changes after the application deadline, you will be able to update this information via email.

**Should I submit all of my information before I request a recommendation?**

You should request your recommendation as early as possible to ensure there is sufficient time for the recommendation to be submitted by the recommendation deadline. You do not have to wait until all other portions of your application are complete before requesting your recommendation.

**Where and when should I send my supporting documents?**

All required supporting documents must be submitted with your application. Your application and supporting documents can be emailed to [ericburtchettmemorial@gmail.com](mailto:ericburtchettmemorial@gmail.com) or mailed to Eric Burtchett Memorial Scholarship Fund PO Box 242, Geraldine, MT 59446 - ATTN: Scholarship Application.

## **NOTIFICATIONS**

### **How will I be notified about the status of my application?**

Notifications are sent via email to the email address you used to send your application. ***Your information is never sold to any third party.*** The only emails you will receive from EBMSF directly relate to your application and the scholarship program.

### **What notifications will be sent to me?**

- Notification of missing documents
- Selection Results: Selection result notifications are sent only to those applications selected for the scholarship award.
- School Verification
- Funds Disbursed: Once your funds have been issued, you will be notified.

### **Where will notifications be sent from?**

You will receive notifications from 1 email address: [ericburtchettmemorial@gmail.com](mailto:ericburtchettmemorial@gmail.com) make sure to add this email to your “safe senders list” to ensure important emails are not sent to your spam or junk folder.