

# VBA Bank Day Scholarship Program

## ESSAY GUIDELINES



*Sponsored by the VBA Education Foundation and the VBA Emerging Bank Leaders*

*Essay Topic: "What did you learn during Bank Day that will help you manage your financial future AND what did you learn about how banks support their communities?"*

Using what you learned during your Bank Day experience, please write an essay on this topic. Please follow these guidelines as you write your essay.

- Essay must be typed in English within ONE **Microsoft Word** or Google document (please do NOT submit PDF documents).
- Please save your document with the following file name format: "First Name Last Name"
- Essays must not deviate from the assigned topic. Essay **MUST** address both parts of the essay topic.
- Do not use any Microsoft or Google templates or pre-formatting in your document.
- Essay must be typed in 12-point Times New Roman font.
- Page set-up must include 1.5 lines spacing with all margins set to 1 inch.
- Include a title page (separate page within the Word/Google document containing your essay, not a separate document) with the following information:
  - o Name
  - o E-mail address
  - o Phone number
  - o School's name
  - o Name of host bank
  - o Date submitted
  - o Title of essay
- Do not include your name or any personal information on any page other than the title page.
- Essay is limited to two pages (not including the title page or works cited page). Writing beyond this limit will result in disqualification.
- Those who plagiarize will be **disqualified**. All ideas must be your own. Any references must be cited.
- Essays must be submitted to the Virginia Bankers Association by **March 31st at 5 p.m.**
  - Microsoft Word Documents: submit via email to [mmcdearmon@vabankers.org](mailto:mmcdearmon@vabankers.org)
  - Google Docs: share link or document with [vabankday@gmail.com](mailto:vabankday@gmail.com)
- Late submissions and submissions not written according to guidelines will **not** be accepted.

Questions? Please contact Monica McDearmon at [mmcdearmon@vabankers.org](mailto:mmcdearmon@vabankers.org) or 804-819-4743.