

# Essex Bank & VA Banker's Association Virtual Bank Day Scholarship Program for Maryland



## ESSAY GUIDELINES

*Maryland scholarship sponsored by Essex Bank. Bank Day program and educational material sponsored by Virginia Banker's Association and 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:
  - Name
  - E-mail address
  - Phone number
  - School's name
  - Name of virtual host bank
  - Date submitted
  - 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 Essex Bank by April 2nd at 5 p.m.
  - Microsoft Word Documents: submit via email to [afisher@essexbank.com](mailto:afisher@essexbank.com)
  - Google Docs: share link (give edit access) or document with [afisher@essexbank.com](mailto:afisher@essexbank.com)
- Late submissions and submissions not written according to guidelines will not be accepted.

*Questions? Please contact Jamie Covey at [jcovey@essexbank.com](mailto:jcovey@essexbank.com) or 804-302-4147.*