VBA Virtual Bank Day Scholarship Program ESSAY GUIDELINES
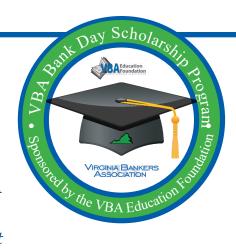
Sponsored by the VBA Education Foundation and the VBA Emerging Bank Leaders

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 <u>ONE</u> **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 <u>within</u> 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 the Virginia Bankers Association by **April 2nd at 5 p.m.**
   - Microsoft Word Documents: submit via email to mmcdearmon@vabankers.org
   - Google Docs: share link or document with vbabankday@gmail.com

- Late submissions and submissions not written according to guidelines will **not** be accepted.

Questions? Please contact Monica McDearmon at mmcdearmon@vabankers.org or 804-819-4743.