



**AIA**  
Richmond

The American Institute of Architects

AIA Richmond Chapter  
2201 West Broad Street, Suite 207  
Richmond, VA 23220

(804) 237-1768

[www.aiarva.org](http://www.aiarva.org)

## MEMORANDUM

**To:** High School Guidance Counselors within the Geographic Boundaries of the American Institute of Architects (AIA) Richmond Chapter

**From:** AIA Richmond K12 Outreach Committee

**Subject:** 2020 AIA Richmond Scholarship

**Date:** April 1, 2020

The AIA Richmond Chapter provides scholarships of \$1,000 to high school seniors who have been accepted into an institute of higher learning pursuing a major degree in Architecture. We are excited that this is our fourth year awarding a scholarship to a local high school senior. We award the scholarship in two installments, the first \$500 installment will be presented to the scholarship recipient(s) at their high school awards ceremony and the remaining \$500 installment will be presented at the AIA Richmond Holiday Party held in December. Alternatively if either event is not possible we will mail the installments on August 1, 2020 and December 31, 2020.

Requirements for scholarship award:

1. A copy of an official "Letter of Acceptance" from the institute's Registrar including evidence of enrollment to the Architecture program, declaration of Architecture major or acceptance to the Architecture college of the school.
2. High School Transcript
3. Up to three letters of recommendation. Letters of recommendation may describe the applicant's character and should explain any extra-curricular activities, community service, or significant accomplishments performed by the applicant. One Letter is to be provided by a teacher and the other two Letters can be provided by employers, mentors, etc. Letters may not be written by family members. Letters should be signed by the writer with their contact information on the letter.
4. A 500 word maximum essay. In the essay answer; Why is architecture important to your community? Why is architecture important to you?

5. An inspiration video: <https://www.youtube.com/watch?v=JLhbTGzE6MA>

All essays and items required shall be submitted in one (1) PDF format as an email attachment, typed, and double spaced. Please email submission to [info@aiarva.org](mailto:info@aiarva.org) with “AIA Richmond 2019 Scholarship” in the subject line of the email and include pertinent contact information in the body of the email message. Files should be named LastName\_FirstName\_2019. Items in the file should be in the following order:

- a. Essay
- b. Letter of Acceptance
- c. High School Transcript
- d. Letter(s) of Recommendation

Submissions are due by 11:59 EST on Friday, May 15, 2020.

Please contact Mayda V. Colón, AIA at [mcolon@hksinc.com](mailto:mcolon@hksinc.com) with any questions.

We look forward to receiving candidate essays from your respective high school!

With warm regards,

A handwritten signature in black ink, appearing to read 'Mayda V. Colón', written in a cursive style.

Mayda V. Colón, AIA Richmond K12 Outreach Committee Chair  
AIA Richmond K12 Outreach Committee