

# Sheridan Technical College and Sheridan Technical High School Scholarship Foundation Application Form Spring 2018

The Sheridan Foundation Scholarship Fund awards dollars (a minimum of \$500) to current Sheridan Technical College & Technical High School students who are about to graduate for the purpose of continuing their education at an accredited post-secondary institution. Students will only be able to receive scholarship dollars one time.

The criterion for selection is:

- Good moral character and community involvement
- Scholastic aptitude and performance
- Achievement in their technical program, and
- Two recommendations from an instructor, counselor or employer.

Scholarships will be granted for enrollment at an accredited college/university located within the United States and must be expended by June 30, 2019. Funding will be paid directly to the receiving institution for undergraduate studies or professional education & training, not the student.

## Sheridan Foundation Scholarship Application Information

Section A ~ Personal Information

Section B ~ Letter of Recommendation Suggestion

Each applicant will need to include a summary page printout of their grades (from the unofficial transcript) and two letters of recommendation (see suggestions on what to include on the enclosed forms) from instructors, counselors, or employers. Once completed, the instructor/counselor/employer will need to place the Letter of Recommendation in the sealed envelope and sign across the seal.

Signature Page certifies the application and documentation are complete and accurate.

**IMPORTANT: This original application must be typed for legibility purposes, the hard copy, and original signature page, will be submitted to Iris James in care of Lynn Goldman, the Sheridan Foundation Scholarship Coordinator, no later than 12:00 p.m. on May 10, 2018 (Administration Building). Incomplete or late applications will not be considered. Award notification will be made on May 24, 2018.**

## Section A: Personal Information

Name: \_\_\_\_\_

First name

Middle initial

Last name

Mailing address: \_\_\_\_\_

Street

City

Zip code

Email address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Mm/dd/yyyy

000-000-0000

If you are presently employed, please list the company name, your position, and date of hire.

Company name: \_\_\_\_\_

Position: \_\_\_\_\_ Date of hire: \_\_\_\_\_

If you have been convicted of a felony, please list offenses, date and fines and/or jail terms assessed: \_\_\_\_\_

Write a 200 word paragraph stating *your career goals* (**not your financial needs**) and how receiving this scholarship award would help you to achieve these goals (Use extra paper if necessary.)

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List the technical program & the teacher's name which you are currently enrolled in at Sheridan:

Program: \_\_\_\_\_ Teacher: \_\_\_\_\_

Are you currently a high school student? Yes or no (please circle)

While attending Sheridan, please list any extracurricular activities or community involvement. Include the hours per week donated to these activities (use extra paper if necessary):

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Provide a *detailed example* of something you experienced in your lifetime that exemplifies your good moral character (use extra paper if necessary):

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# Letters of Recommendation Process

Using the forms enclosed with this application, you will need to obtain two letters of recommendation (on company/school letterhead) from instructors, counselors, or employers. Once they have been completed, the instructor/counselor/employer will need to place the document in a sealed envelope, write the applicants name on the front of the envelope, and sign across the seal on the back of the envelope.

**Please remind instructors/counselors/employers that you are awarded monies based on their feedback.**

By signing below, I understand that this application and the attached documents cannot be returned to me and will be retained on file.

By signing below, I understand that I am solely responsible for the submission of this application with attachments and incomplete/late applications will not be considered or returned for completion.

By signing below, I certify that this application and the attached documents are, to the best of my knowledge, complete and accurate.

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Print Name:	Last	First	Middle initial
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Signature of Foundation Scholarship Applicant	Date
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## Letter of Recommendation Instruction Sheet Instructors/Counselors/Employers

**Please read carefully and share with the people writing the letters**

*On your business letterhead, please write a **one-page** letter of recommendation for the Sheridan Technical College or Sheridan Technical High School Scholarship Applicant. Be sure to sign the letter, include your name, title and contact information; phone number and email address. **Your comments will carry a significant amount of weight in the selection process to awarding scholarship dollars.***

*When you have completed your letter, kindly place it in a sealed envelope, sign the envelope across the seal.*

*This Scholarship is awarded to students based on good moral character, community involvement and technical aptitude, so your words help to give insight to the committee which awards the dollars.*

*Financial need is not criteria to be reviewed.*

Below are some suggestions of items to include in your letter:

- Date:
- Name of Scholarship Applicant:
- How do you know the applicant and for how long?
- To what extent does the applicant participate in classroom discussions and/or extra extracurricular activities or in employee meetings?
- List one or two areas of strength you have witnessed involving this applicant.
- Indicate the applicant's character and personality and provide an example.
- Indicate the applicant's scholastic attendance, participation, teamwork, grades, achievement and/or technical proficiency and provide an example. How effective is the employee with regard to training co-workers?
- Indicate the applicant's leadership potential (both inside and outside of the school/work environment) and provide an example.