

Sheridan Technical College and Sheridan Technical High School

Scholarship Foundation Application Form

Spring 2020

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, 2021. 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 Kelly Bonny, the Sheridan Foundation Scholarship Coordinator, no later than 12:00 noon on April 17, 2020 (Administration Building). Incomplete or late applications will not be considered. Award notification will be made on May 1, 2020.

Section B: 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.

Print Name:

Last First Middle Initial

Signature of Foundation Scholarship Applicant

Date

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.