

CCHS Local Scholarship Application Instructions

CCHS Counseling & Guidance Department has put together the ***CCHS Local Scholarship Application Packet*** which all seniors are encouraged to complete. The purpose of the *CCHS Local Scholarship Application* is primarily to meet the needs of local Coachella Valley sponsors who wish to assist students financially in their education. The process for applying for **local** scholarships is as follows:

- Student must complete their ***CCHS Local Scholarship Application Packet*** and SUBMIT it to the Career Center Room 302 before **3:00 p.m. Friday, December 9, 2016.**
- Scholarship sponsors will review the scholarship applications after January 1 and make selections. Some sponsors will also request the completion of an additional form or an interview with students before making their selection.
- Students selected by sponsors will be invited to the **Scholarships & Awards Night in May** where they will be presented their scholarship.

NOTE:

The *CCHS Local Scholarship Application Packet* does not serve the purpose of all local scholarships. During the year there will be other scholarships announced in the Daily Bulletin, on the CCHS Website, posted in Senior English Classes and at the Career Center (Rm. 302).

Please understand that completing the *CCHS Scholarship Application Packet* does not guarantee the student a scholarship. Do not limit your scholarship search by just completing the CCHS Scholarship Application Packet, but use also the list of scholarships titled **“Regional Scholarships 2016-2017”** to expand your search and increase your chances by applying for as many scholarships as you qualify for.

Suggested Steps to Follow:

Before you begin the application...

- Get a copy of your **unofficial transcript** from Mr. Ortega in the Counseling Department or Ms. Torres in the Career Center (Room 302); the Registrar provides you with unofficial and Official Transcripts. You will use your transcript to complete your application and give a copy to those writing your letters of recommendation. Therefore, ask for two or three (2-3) or have someone make you extra copies.
- Prepare a simple **resume** which includes any community/volunteer service, extra-curricular activities, clubs, employment, hobbies, etc. ***There is a good Resume Builder available at www.careercruising.com - username: CCHS, password: careers.*** Print three (3) copies to give to those writing your letters of recommendation.
- Request **2-3** letters of recommendations – **VERY IMPORTANT YOU REQUEST LETTERS ASAP** Teachers need time! FOR MORE INFO SEE ***“How to Request Letters of Recommendations”*** included in this packet.

Once you have teachers working on your letters of recommendation, work on the following:

- **COMPLETE** the **2016-2017 Local Scholarship Application** on a computer (**no handwritten applications**). This is a simple application which should take no more than **30 minutes** to complete if you have a resume. Computers are available in the Career Center, just bring your info.
- **PERSONAL STATEMENT** – Prepare a typed (400-600 words) one-page statement (SEE ***“How to Write your Personal Statement for Local Scholarships”*** included in this packet).
- **OPTIONAL ATTACHMENTS**: Attach your resume; copies of certificates, honors, commendations, news articles, academic letters, etc. **Attachments are appreciated by the sponsors.** Ms. Torres will be happy to make copies of everything.
- **MILITARY PROOF** - Scholarships with military affiliations require proof of relative’s enlistment in military services (i.e. DD Form 214, Honorable Discharge Certificate, ID). **For a free copy of DD Form 214 or Veteran’s Service Record visit the National Archives website at: <http://www.archives.gov/veterans/military-service-records/about-service-records.html>)**
- **CHECK SHEET**: Select scholarships for which you would like to apply **OR** complete with Ms. Torres

Your **completed** CCHS Local Scholarship Application packet will consist of the following:

- ✓ CCHS Local Scholarship Application (**Ms. Torres can print school picture on file for cover page**)
- ✓ Personal Statement
- ✓ 2-3 Letters of Recommendation
- ✓ Resume or Summary of Clubs, Teams, & Community Service
- ✓ Optional: Copies of awards, honors & recognitions
- ✓ Military Affiliation Proof (**if applicable**) **This may be turned in later, SEE Ms. Torres**
- ✓ Copy of SAT or ACT scores **if taken and not listed on your transcript**
- ✓ Check Sheet (**Do not include Local Scholarship Descriptions only the Check Sheet**)
- ✓ TRANSCRIPT will be added by Ms. Torres to your packet once 1st Semester Grades are available

After you have completed your CCHS Local Scholarship Application...

Come by the **Career Center Room 302** to have your application checked and turn it in. Or you may put the completed application with attachments in Ms. Torres' mailbox in the front office. Be sure to **collect your letters of recommendation** from your teachers to turn in with the application. All your documents in your CCHS Local Scholarship Application Packet will be saved in a file at the Career Center and you may add and change your application and supporting documents any time after you have submitted them.

DO NOT wait until the last day to turn in your application. It becomes too congested and Ms. Torres won't be able to help you. Turn it in as soon as you receive your letters of recommendation, you can always change or add things later.

You may print your completed application and supporting documentation and bring them to the Career Center **OR** you can bring your application on a flash drive and other original documents to Ms. Torres in the Career Center and she will print your application and copy any necessary documents. You may also email your completed application to Ms. Torres at mtorres1@psusd.us.

IMPORTANT: All copies & printing must be done prior to deadline. Copies **WILL NOT** be made on last day during the application collection. Incomplete applications will not be accepted.

Final filing date: **3:00 p.m. Friday, December 9, 2016**

If you have ANY questions, please don't hesitate to contact Ms. Torres at: mtorres1@psusd.us

How to Request Letters of Recommendations

During college application time, teachers and administrators are flooded with requests to write letters of recommendation. The result is that they may write generic letters that often have little bearing on the true abilities of the students simply because of the volume of letters requested. Students are not always thoughtful in making their requests, but you must keep in mind that teachers and administrators are VERY busy and usually prepare these letters on their own personal time. Don't leave your request for the last minute and expect to be accommodated.

Please consider the following when you request a letter of recommendation:

- Ask the teacher in person if he/she would write a letter on your behalf
- Provide the teacher at least **two weeks** to write the letter (not counting holiday breaks)
- Give the teacher a copy of your unofficial transcripts
- Give the teacher a copy of your resume or a summary including any community/volunteer service, extra-curricular activities, clubs, employment, future plans for study and career, why you are applying to a particular school, etc. (See your counselor or Career Center for a resume format).
- Visit the teacher one week prior to the deadline and check on the progress of your letter
- Letters from CCHS staff **MUST** be on letterhead
- Write a thank you note to the teacher or administrator for taking valuable personal time to help you. This is good practice for job applications later on. Parents, this is your child's job, not yours. However, if a teacher or administrator has played a significant role in your child's life, a handwritten thank you note from you is a very precious gift.

You will need a minimum of two (2) letters of recommendation, but it is in your best interest to get three (3) since some scholarships require three.

YOUR THREE (3) LETTERS OF RECOMMENDATIONS SHOULD BE AS FOLLOW:

- a) ONE letter must be from a CORE academic teacher – ONLY English, Math, Science, Social Studies, or Foreign Language
- b) ONE letter must be from ANY source (teacher, employer, ROTC, ROP, Clergy, CCHS Staff Member or Adult Friend.
- c) Third letter is optional and can be either category, but please do not use a relative as a recommendation.

Most teachers and administrators want to see their students succeed. A little planning and good manners make all the difference!

*How to Write your **Personal Statement** for Local Scholarships*



As part of the **Local Scholarship Packet**, you are asked to submit a personal statement or essay. The statement allows you to share important information about yourself and to identify your skills and abilities that, together with your educational and career goals support your ability to succeed at a university. It is to your own advantage to submit a thoughtful, well-organized, concise and grammatically correct statement that conveys your interest, experiences, personality, and future goals.

The Personal Statement is a **typed (400-600 word) one-page** summary of your accomplishments and activities. Include a section outlining objectives for furthering your education and your philosophy on education. You should be very specific about your future plans. It is extremely important that you include family situations which might support the need for financial aid. You may wish to include any special circumstances the scholarship sponsors should be aware of when considering your application such as family or financial hardship.

We have included an outline of the topics to be covered in your statement. There is no right or wrong way to describe yourself, though this outline may help you organize your thoughts. You are not bound to these four topics. Your statement may include other thoughts you feel are important to mention, though it is suggested they be added to the recommended topics in order to give scholarship sponsors the information they need.

Personal Background

Introduce yourself and describe your family, school and community. Mention factors that encouraged you to pursue higher education (e.g. an influential family member, teacher, school courses, and members of the community or exposure to a certain career).

Academic Training

Discuss your academic training. What courses were particularly challenging to you? What courses would you have liked to take if they had been offered? Include any significant experience, courses, or knowledge, you acquired outside of school which contributed to your preparation for university work.

College Aspirations

Discuss why you want to attend university. What do you see as the value of a university education? Have you selected a field of study or career you are interested in pursuing? If so, how did you become interested in this field and what have you done to develop your interest in this field?

Career Aspirations

Do you have an occupation in mind? If you have not chosen a career, you should discuss your academic area of interest as well as the career that you would like to research.

Conclusion

Summarize your educational & career goals. Is the closing paragraph effective? Does it leave the reader with a sense of completeness? Does it suggest to the reader something of the spirit with which you are going forward in life?