



## PHS PTSA Scholarship Instructions & Checklist

Read carefully through all instructions. Your first submission will be the only submission considered for award.

### POWAY HIGH PTSA SCHOLARSHIP FOR GRADUATING SENIORS

The Poway High School PTSA offers Graduating High School Senior Scholarships to acknowledge the achievements of high school seniors for volunteer service in the school and community.

### AVAILABILITY

PHS PTSA scholarship funds are available to high school seniors graduating in June of the current academic year. The scholarship award is to be used during fall semester/quarter following high school graduation at an accredited college or university, community college, or trade/technical school.

### QUALIFICATIONS

This scholarship recognizes volunteer service in the school and community and does not have a grade point average restriction or requirement. The applicant must be a member of the PHS PTSA as of January 15th of the current academic year.

### APPLICATION INSTRUCTIONS

Only one submission will be accepted per applicant. Please compose your essays in your preferred word processing software then paste it into the appropriate box on the electronic form located at <https://goo.gl/forms/QddIDTT0PrZyPSAs1>. Applications must be submitted no later than 11pm PST on May 4, 2018.

There are three components to the application: basic biographical information, an essay, and two letters of recommendation. The basic biographical information and the essay will be submitted using the online form. The letters of recommendation require you to download and print these Reference Forms. Next you will submit the Reference Forms to two teachers, staff members, or community leaders, or a combination thereof, and ask for letters of recommendation. The letters of recommendation and the Reference Forms will be returned to you in a sealed envelope from the teacher/staff member/community leader who wrote the letter. It is your responsibility to turn the letters in to Mrs. Oakes in the counseling office no later than the end of the school day on May 4, 2018.

\* Each reference must be a PHS faculty member or a community volunteer leader with whom the student applicant has served.

\*Neither reference can be related to the student.

\*The letter must be written specifically for this scholarship application.

- \*Copies of recommendation letters for college admission are not acceptable.
- \*Each completed reference form and letter should be given to the applicant in a sealed envelope.

#### Essay:

In no more than 750 words, please address the following:

- \*Any PTSA responsibility you may have had during high school.
- \*Your career plans, goals, objective, and any other information you feel would be valuable to the selection committee.
- \*All school service-related activities including any service you have provided to others in your school.
- \*Your volunteer service in our community.

#### DUE DATES

Letters of recommendation are due to Mrs. Oakes in counseling office no later than the end of the school day on Friday, May 4, 2018.

Online application deadline is 11:00pm PST Friday, May 4, 2018.

#### SELECTION

Each applicant's information is kept confidential. Recipients are selected by members of the Poway High PTSA Scholarship and Grant Committee. All applicants will be notified of their standing by May 30th. A check for the scholarship will be sent directly to the recipient and will be made payable to the student.

For questions, please email [powayhighscholarship@gmail.com](mailto:powayhighscholarship@gmail.com).

# Checklist

- Submit online application by Friday, May 4th at 11:00 pm PST.**
- Submit two Reference Forms and Letters of Recommendation in sealed envelopes to counseling office by end of school day on Friday, May 4th.**

## REFERENCE FORM

### POWAY HIGH SCHOOL PTSA SCHOLARSHIP GRADUATING HIGH SCHOOL SENIOR

**TO BE COMPLETED BY SCHOOL FACULTY/COMMUNITY MEMBER  
DUE DATE TO COUNSELING CENTER BY APPLICANT - MAY 4th**

The purpose of this scholarship is to acknowledge the achievements of high school seniors for volunteer service in the school and community and to provide an incentive for students to continue their education.

**Name of Student**

This student has applied to the Poway High PTSA for a scholarship. Please include this reference form and a separate letter of recommendation, which MUST be written specifically for this graduating high school senior scholarship application. Copies of recommendation letters for college are not acceptable. Information provided will be considered confidential. Please limit letter to one page.

In what capacity do you know this student?

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In your letter, please provide your evaluation of the student's abilities, attitudes, and potential in the context of the student's volunteer service, activities, achievements, and personal qualifications.

Name of Faculty/Community member completing form:

Faculty/Community position: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE RETURN THIS FORM WITH YOUR LETTER OF RECOMMENDATION  
IN A SEALED ENVELOPE DIRECTLY TO THE APPLICANT.**

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