**PENINSULA HAWKS SCHOLARSHIP PROGRAM**

**ATTENTION PENINSULA HIGH SCHOOL SENIORS!!!**

**Class of** 2014

What are your plans after graduation? If you are planning to continue your education at an accredited institution, community college, four-year College or any other continuing education, a scholarship could help make a difference for you. The Peninsula Hawks Scholarship Fund program offers you the opportunity to submit for scholarships given by local businesses, organizations and individuals who wish to help students on their way to a meaningful future. All seniors who are graduating from Peninsula High School during the current school year and who plan to go on for more education are encouraged to participate in this scholarship program. We are looking for a diverse range of students who wish to continue their education beyond high school. Last year our program awarded over $204,000 to 192 PHS seniors. Our program helps award scholarships that range from $300 to one annual renewable $2000. This program is not intended to provide full scholarships.

In order to qualify, you will need to complete a scholarship portfolio. Local donors who select their own recipients and Community Readers that select on behalf of donors utilize your scholarship portfolios to determine which students best meet their award criteria. This is where your Personal Data sheet is critical. Your portfolio will represent you and allow the donors and the board of Community Readers to get to know you. The Community Readers are not affiliated with the scholarship committee or PHS staff. The Peninsula Hawks Scholarship Fund Committee (PHSFC) does not select the scholarship recipients, it oversees the program. The PHSFC is not a part of Peninsula School District. We work with PHS to assist students in submitting for scholarships through this program. As with any scholarship program, submitting a portfolio does not guarantee the receipt of a scholarship.

Selections are based on your interests, achievements and potential as illustrated by your scholarship portfolio. You will want to present your "best" self. Put a lot of thought into what you say about yourself and how the pages look to the reader.

This packet provides instructions for the preparation of your scholarship portfolio. You must submit a portfolio by the required date and time to qualify. The portfolio must adhere to the parameters outlined in the packet as to what is to be included, the order and number of pages. Portfolios that do not adhere to the parameters will not be accepted on turn-in day.

Some donors ask applicants to submit essays, artwork or additional forms as well as reviewing portfolios. Listen to the announcements and check the scholarship bulletin board for information regarding these scholarships. Check with your PHS career counselor for all requirements designated by the donors. Additional information may be found on the PHS website.

**2013-2014 SCHOLARSHIP CALENDARS**

September 11 Portfolios go on sale in the S.A.V.E. Thrift Store. The cost is $8.00. Make checks payable to: Peninsula Hawks Scholarship Fund.

September 18 Portfolio workshop - during both lunches in the library conference room

Parent/student evening workshop – 7-8 pm located in the library

October 16 Portfolio workshop –during both lunches in the library conference room

November 13 Portfolio workshop - during both lunches in the library conference room

December 18 Final portfolio workshop – during both lunches in the library conference room.

January 08 Portfolio sales end at SAVE Thrift Store

January 15 **PORTFOLIOS AND ALL EXTRA FORMS MUST BE TURNED IN TO THE SCHOLARSHIP COMMITTEE BETWEEN 8:00 A.M. AND 2:30 P.M., IN THE LIBRARY CONFERENCE ROOM**.

***NO LATE PORTFOLIOS ACCEPTED!* *THERE ARE NO EXCEPTIONS****!*

February 12 Additional scholarship applications and essays due. Turn in to PHS Counseling Office.

May 14 Scholarship Awards Assembly 6:30 pm; PHS Auditorium.

May 21 **Thank you notes are due** between 8:00 a.m. and 2:30 P.M. Located in the library conference room. All portfolios will be returned at that time.

**Recipients must turn in hand written thank you notes to receive scholarships!**

February 21, 2016 Last day to claim your scholarship award. Scholarship money is sent to the educational institution you will be attending and must be used for tuition, books and/or instructional fees. Any requests for deferment of payment must be made in writing to the Scholarship Committee before this date. This is only **18 months**!

KEEP THIS CALENDAR

IT CONTAINS IMPORTANT DATES AND VALUABLE INFORMATION!!

School closure will change above dates. Check announcements for change.

**PREPARING THE PORTFOLIO & FORMS**

Put your portfolio together carefully. Your teachers, counselors and members of the scholarship committee are willing to help you. We understand the importance of pursuing your dreams and life goals through education.

***PORTFOLIO CONSTRUCTION:***

A scholarship portfolio consists of a maximum of 6 plastic sheets (2 sides each). It must be assembled in the following order.

**1.) TITLE PAGE:** (one side/page)

This page should include your name and **ONE** current photo of yourself. Your photo should be at least 4” by 6” and clear so the reader can identify you in later photos and visualize you while reading your portfolio. The photo of you needs to be *appropriate* for a professional portfolio. This page is ***not*** to be scrap booked.

**2.) STATEMENT OF PURPOSE: (**one side/page)

* This essay is meant to reveal your life’s purpose (direction) in terms of who you are, where you are going and how you are getting there. Be very careful to use correct grammar and spelling. A poorly written statement may lose you a potential scholarship. Use an easily readable font and black or blue/black color ink. The way your essay is written will directly affect both the Donor and Community Readers decisions. Be sure to title this paper, “Statement of Purpose”.
* Future goals and career plans. Describe any personal experiences that helped you decide what you want to do with your life. If undecided, tell what you are leaning toward doing as a career.
* Plans for education or training and how you will finance your education.
* Your essay may take any of several formats such as a story, straightforward essay or analogy, but be sure that it gives the reader concrete information about you.
* ***Type your name in the top right hand corner (last, first)***
* Have someone proof read your paper, do not rely just on your computer’s grammar & spell check.

**3.) TRANSCRIPT**

Leave this page blank. The scholarship committee will add transcripts when they are available.

**4.) PERSONAL DATA INFORMATION:** (1 page only, may be 2 columns, See sample page)

* Personal information: Name: Last, First
* Education: Peninsula School district schools and local colleges you have attended
* School activities: Activities from 9th - 12th grades **only** in which you actively participated
* Leadership roles
* Community activities
* Community volunteer service: include number of hours of service for each activity and the grand total
* Awards and honors: From 9th - 12th grades
* Interests and hobbies
* Work experience (where & what kinds of work; hours you have worked)
* Future plans major/minor area of study
* Career goal

**5.) LETTERS OF RECOMMENDATION**

You must have two letters. It is recommended that you request letters from three to four different sources. Select the top two for your portfolio. Maintain extra as they may be used at a later date. Only one may be from a PHS staff member. Please refer to the section on "Requesting Letters of Recommendation" for helpful guidelines and request forms.

**6.) ACTIVITIES, HONORS, INTERESTS**

Include here: newspaper clippings, certificates, examples of art work, photos illustrating your hobbies or interests, awards for out-of-school activities, etc.--something to show the donor who you are, as an individual. It is suggested that you print your pages in color to help them stand out. Do not attach items to pages after they are printed. This section has three two sided pages available. Not all sheets have to be used. No scrap booking pages.

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***ASSEMBLING YOUR PORTFOLIOS:***

The portfolio must not have any writing or items attached to the inside or outside cover.

Make two photo copies of each page from your originals and assemble these into the two portfolios purchased from the Thrift Store. Your portfolios may contain no more than six (6) page protectors in each. Please remove any blank page protectors.

**ASSEMBLE EACH PORTFOLIO EXACTLY THE SAME**

Leave 1 ½” margins (left and right) to allow for binding in the portfolio

Keep your original/digital copy for future use

***Required FORMS to hand in with portfolios:***

* 2 Extra copies of your Statement of Purpose with name printed on top right hand corner
* Extra copy of your Personal Data Sheet
* Statement of Understanding/Release of Information with **parents/guardians signature**
* Gateway Form
* Criteria Sheet(s)

PERSONAL DATA

(SAMPLE FORMAT)

NAME: Mary Winner

PERSONAL INFORMATION

Siblings: 2 brothers 13 & 15; 3 sisters, 4, 7, 10

EDUCATION

2001-2005 Minter Elementary 2008-2010 Harbor Ridge, Gig Harbor, WA

2006-2007Purdy Elementary 2011-2014 PHS, Gig Harbor, WA

SCHOOL ACTIVITIES

Baseball- JV-sophomore year, Varsity-JR & Sr year

Junior Class secretary

Track-two seasons, lettered junior year, plan to participate in the spring

COMMUNITY ACTIVITIES COMMUNITY VOLUNTEER SERVICE

Habitat for Humanity – 2 years Habitat for Humanity, 60

PAA Youth-baseball three years Special Olympics helper 2012 6

KPMS Little League – 2 years S.A.V.E Thrift Store 32

Total volunteer hours: 98 hours

AWARDS/HONORS INTERESTS/HOBBIES

Baseball Sportsmanship Award 2012/2014 Snowboarding

Baseball Team Captain 2014 Snow skiing

Fishing

WORK EXPERIENCE

Courtesy clerk, Safeway-1 1/2 years, 18 hours a week 2013 to present

Lawn care – 6 hours a week summer 2012

FUTURE PLANS

Central Washington University

Major: Engineering

Career Goal: Chemical Engineer

**Note: This information is to cover your 4 years of High School only!**

**REQUESTING LETTERS OF RECOMMENDATION**

* Start early, some individuals receive many requests for letters and cannot accommodate everyone.
* Your portfolio **must contain** two letters of recommendation.
* PHS staff members often receive many requests for letters and have the right to limit the number they will write. If a staff member has already written a letter of recommendation for you that has been addressed to a school or organization, a copy of that letter is acceptable for your scholarship portfolio. Ask the staff member to change the salutation to read, "To Whom It May Concern". **You may only use one letter from a PHS staff member.**
* Fill out the "Request for Letter of Recommendation" forms completely. (Make copies from pg. 7)
* When deciding who to ask, look for people who know you well in different settings and who see different sides of you: teacher, pastor, employer, club advisor, coach, family friend, business person, etc. It is recommended that you collect a total of three letters and choose your top two choices.
* Make an appointment with the person to ask for a letter of recommendation. At the time of the appointment, give the writer the "Request for Letter of Recommendation" sheet and a self addressed stamped envelope, if the letter is to be mailed back to you.
* Set a definite date when you would like the completed letter so that the writer knows his/her due date and you know when it is 'safe' to return and ask for it. Plan ahead to meet your timeline and allow 10 to 14 days for the completion of the letter. If you have not received the letter after reminding the writer, ask someone else.
* Do not assume that a person will write a recommendation for you if you leave a request on a telephone answering machine or in a teacher's mailbox. Make a personal contact with the individual.
* Write a short "thank you" to ***all*** that provided you with a letter
* Once you have the completed letters of recommendation, save the originals and use copies in your portfolio. These letters will be of value to you for several years to come as you apply to colleges, for other scholarships, and for work.

**THANK YOU NOTES**

Thank you notes are really important as these people have spent time for you and you may need their help later for another recommendation. Notes should be in your best handwriting with no grammar errors. Do a draft first; there should be no mistakes or extra marks on the note you send.

Use a simple thank you card or other card that reflects you.

Hand written notes are best and preferred. If you must type include a short handwritten sentiment.

A short note includes:

* Thanking them for the letter.
* Letting them know how helpful the letter is and that you appreciate their time and effort.
* Tell them what your future plans are.
* And then “Thanks” again.
* Sign with your signature.

**REQUEST FOR LETTER OF RECOMMENDATION**

**TO THE LETTER WRITER:**

**Please write a letter of recommendation for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Address the letter “To Whom It May Concern” or “Recommendation for \_\_\_\_\_\_\_\_\_\_\_\_” so copies can be used for a job or school application. Do not address the letter to the Scholarship Committee.**

**Use business or organization letterhead if available and include the date.**

**Limit the length of the letter to a single page with 1 ½” margins (left and right) to allow for binding in the student’s scholarship portfolio.**

**Please complete the letter by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_in order to help the student meet his/her deadline.**

***STUDENT INFORMATION:***

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

**My college/vocational school choice(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Career goal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Classes or activities I have been involved in with you.**

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**PENINSULA SENIORS**

**IS YOUR SCHOLARSHIP PORTFOLIO READY?**

CHECK THE FOLLOWING

Portfolios should have the following:

|  |  |
| --- | --- |
|  | Title page with **one** 4x6 picture of yourself. No other people in the picture |
|  | Statement of Purpose with name typed in top right corner (**Last, First**) |
|  | Transcript page (leave blank) |
|  | Personal Data Sheet |
|  | **2** letters of Recommendation |
|  | Up to 3 two-sided sheets of photos, activities, honors, interests, etc. |
|  | Portfolio must not have any writing on inside or outside covers |
|  | Remove blank sheets |
|  | Both portfolios must be *identical* |

Color photo copies or computer printout only! ***No original scrapbooked pages!***

Forms to hand in:

|  |  |
| --- | --- |
|  | Statement of Purpose with name typed in top right corner **(Last, First) x2** |
|  | Personal Data Sheet |
|  | Statement of Understanding/Release of information |
|  | Gateway Form (you can add more information later) |
|  | Scholarship Criteria Sheet |

Keep the original of each page of your portfolio for your own use as you will not have access to it again until after your thank you notes are turned in on Wednesday, May 21, 2014.

A Scholarship Committee member will check each portfolio before being turned in.

**Only completed portfolios with all forms will be accepted!**

**Scholarship Portfolio turn in day is January 15 2014, 8:00 a.m.- 2:30 p.m.**

**School closure may change the turn-in date. Check announcements for change.**