



## Focus Community Colleges of Spokane Foundation Scholarship Criteria and Application\*

(For Use at Community Colleges of Spokane Campuses)

**\$2000 Scholarships!** The Community Colleges of Spokane Foundation is sponsoring a tremendous opportunity for high school seniors to earn a scholarship toward their post-secondary educational pursuit at either Spokane Falls or Spokane Community College. Three exemplary CTE students will each be awarded a \$2,000 scholarship!

**Application Due Date:** This application is due to the local CTE Director on or before **April 20, 2018**. There will be no exceptions to any of the timelines listed in the packet. Late applications will not be considered.

**Who is Eligible?:** Seniors that have participated in CTE courses during their high school career from the following school districts and Skill Centers are eligible to apply: Central Valley, Cheney, Chewelah, Davenport, East Valley, Freeman, Lakeside, Mead, Medical Lake, Newport, NEWTech, Pullman, Riverside, Spokane, Spokane Valley Tech and West Valley.

**\*ONLY ONE FOCUS AWARD APPLICATION PER STUDENT WILL BE ACCEPTED. STUDENTS MUST COMPLETE EITHER A COMMUNITY COLLEGES OF SPOKANE OR AN UNRESTRICTED DESTINATION APPLICATION.**

Eligibility is based on student completion and submittal of the following items in a well-organized and professional portfolio or appropriate binder (*application materials will be returned to applicants*):

1. Student activities and involvement
2. Statement by the student of career-technical experiences and how they have led to student's post-secondary plans
3. Resume that includes:
  - Volunteer Community Service
  - Personal Leadership Experience
  - Skills Learned by Taking CTE Courses
  - Work Experience (paid or unpaid)
4. Two letters of recommendation:
  - Nominating CTE instructor **AND**
  - Other adult who recognizes career preparation efforts and/or interest (non-family)
5. High school transcript (including a page with current semester schedule)

It is expected that any written materials are free from errors and are completed on a computer using consistent font. Errors will detract from your score.

Use the following form to complete the application. Refer to the scoring rubric when completing the application. This application can be found at: [spokanevalleycte.org](http://spokanevalleycte.org) as well as in the SAPTAC [resources folder](#).

**Questions?** Call Scott Oakshott at 509-558-6501 ([soakshott@cvsd.org](mailto:soakshott@cvsd.org)) or Amy Tellinghusen at 509-241-5234 ([tellinghusena@evsd.org](mailto:tellinghusena@evsd.org)).

**Please do NOT contact scholarship sponsor**

*Discrimination and harassment on the basis of race, color, religion, national origin, gender/sex, age, sexual orientation, or disability are prohibited by all participating school districts.*



## Focus Award Application 2018 Community Colleges of Spokane Foundation

- This application must be completed and signed by the applicant.
- Submit to district CTE Director by **April 20, 2018** or date designated by your district.

<b>Name</b>	<b>Last</b>	<b>First</b>	<b>Middle Initial</b>
<b>Street Address</b> (must have both street and PO box if applicable)			
<b>City</b>	<b>Zip</b>	<b>Home Phone</b>	
<b>Email Address</b>		<b>Cell Phone</b>	
<b>Social Security Number (Optional)</b>		<b>Career Cluster-High School Courses:</b> <b>(Please choose one)</b> Agriculture, Food & Natural Resources <input type="checkbox"/> Architecture & Construction <input type="checkbox"/> Arts, A/V Technology & Communications <input type="checkbox"/> Business, Management & Administration <input type="checkbox"/> Education & Training <input type="checkbox"/> Finance <input type="checkbox"/> Government & Public Administration <input type="checkbox"/> Health Science <input type="checkbox"/> Hospitality & Tourism <input type="checkbox"/> Human Services <input type="checkbox"/> Information Technology <input type="checkbox"/> Law, Public Safety, Corrections & Security <input type="checkbox"/> Manufacturing <input type="checkbox"/> Marketing <input type="checkbox"/> Science, Technology, Engineering & Math <input type="checkbox"/> Transportation, Distribution & Logistics <input type="checkbox"/>	
<b>School</b> (where you are currently enrolled)			
<b>Post-secondary institution you plan to attend</b> <input type="checkbox"/> Spokane Falls Community College <input type="checkbox"/> Spokane Community College <input type="checkbox"/> Branch Campus			
<b>Intended Program Area</b>			
<b>Intended Certificate or Degree</b> (AAS, AS, AA, etc.)			
<i>For statistical purpose, your voluntary cooperation is requested indicating the following (Check all that apply below)</i>			<input type="checkbox"/> Male <input type="checkbox"/> Female
<input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Mexican/Hispanic		<input type="checkbox"/> Other/Mixed (Specify Optional) _____ <input type="checkbox"/> Native American <input type="checkbox"/> White	
<b>I meet all Focus eligibility requirements and assure that all work submitted is my own.</b>			
<b>Student Signature</b>			<b>Date</b>

<b>MUST BE COMPLETED AND SIGNED FOR SUBMITTAL TO DISTRICT CTE DIRECTOR</b>	
<b>Nominating Instructor Name</b>	<b>Signature</b>

*I verify that this application meets the identified Focus criteria and all elements are included.*

### FOR CONSORTIUM USE ONLY

<b>MUST BE COMPLETED AND SIGNED FOR FINAL COMMITTEE REVIEW</b>	
<b>CTE Director Name</b>	<b>Signature</b>

## **1. Student Activities**

Limit your responses to the space on this form. You may adjust the relative size of each section, but all answers must fit on this page. Typeface for your answers must be Times 10 pt. or larger.

### ***CTE Student Leadership***

Outline your involvement in CTE student activities, which encourage development of leadership, citizenship, personal and interpersonal skills.

### ***Other Leadership:***

List activities that demonstrate initiative and provide a positive contribution to your school or community.



**2. High school CTE courses taken and summary of your career-technical experiences and how they have led to your post-secondary plans.**

**Please list the CTE courses you have taken during your high school years:**


Attach a **typed** statement of 300 words describing your personal pathway and how your CTE classes have impacted your decisions for post-high school plans. You may do this in the form of a letter, report or narrative account. The preparation must be your own and typed.

**3. Attach a personal resume that includes, but is not limited to:**

- Volunteer Community Service
- Personal Leadership Experience
- Skills Learned by Taking CTE Courses
- Work Experience (paid or unpaid)

*2-page maximum*

**4. Two letters of recommendation – one from each of the following:**

- Include a letter of recommendation on school letterhead from your nominating CTE instructor  
*If not included, applicant will be disqualified*
- Include a letter of recommendation from another adult who recognizes career preparation efforts and/or interest (non-family)  
*If not included, 4 points will be deducted from applicant's overall score*

**5. High School Transcript (CTE Coursework)**

Include a current copy of your transcript AND attach a list of classes that you are currently taking that are not reflected on the transcript.



## FOCUS SCHOLARSHIP SCORING RUBRIC

*(For student reference in completing the application)*

**DEADLINE: April 20, 2018**

CRITERIA	SCORE
1. Student activities	
2. Summary of career-technical skill experiences including student's post-secondary plans	
3. Resume including community service, leadership, CTE skills attained and work experience	
4. Two letters of recommendation: CTE instructor & other adult (must be included but will not be scored)	
5. High school transcript (CTE coursework) including current courses	
6. Professional presentation	
<b>TOTAL</b>	

**TIEBREAKER CRITERIA:**

Strength of clarity in **communicating** application of high school CTE-related experiences to future opportunities

### 1) Student Activities

Highest Level: 4	3	2	0
<input type="checkbox"/> <u>Detailed evidence</u> of involvement in CTE student activities, which encourage development of leadership, citizenship, personal and interpersonal skills. <input type="checkbox"/> <u>Detailed evidence</u> of involvement in student activities which demonstrate initiative, a positive contribution to your school or community.	<input type="checkbox"/> <u>Evidence</u> of some involvement in CTE student activities, which encourage development of leadership, citizenship, personal and interpersonal skills. <input type="checkbox"/> <u>Evidence</u> some of involvement in student activities which demonstrate initiative, a positive contribution to your school or community.	<input type="checkbox"/> <u>Evidence of some</u> involvement in only one category	<input type="checkbox"/> <u>No evidence</u> of involvement

### 2) Summary of career-technical skill experiences including student's post-secondary plans (300 word maximum)

Highest Level: 4	3	2	0
<input type="checkbox"/> <u>Detailed evidence</u> of relevant educational and life experiences that show progress of working towards student's plan <input type="checkbox"/> Evidence of <u>clearly articulated</u> goals to achieve the next step in student's plan	<input type="checkbox"/> <u>Evidence</u> of relevant educational and life experiences that show progress of working towards student's plan <input type="checkbox"/> <u>Evidence</u> of goals to achieve the next step in student's plan	<input type="checkbox"/> <u>Some evidence</u> of educational and life experiences that show <u>minimum progress</u> of working towards student's plan <input type="checkbox"/> <u>Vague or minimal evidence</u> of goals to achieve the next step in student's plan	<input type="checkbox"/> <u>No evidence</u> of relevant educational and life experiences that show progress of working towards student's plan <input type="checkbox"/> <u>No evidence</u> of goals to achieve the next step in plan

### 3) Resume including community service, leadership, CTE skills attained and work experience

Highest Level: 4	3	2	1
<input type="checkbox"/> The student included <b><u>one or more</u></b> examples in <b><u>each</u></b> of the following categories: <ul style="list-style-type: none"> <li>▪ Community service</li> <li>▪ Leadership</li> <li>▪ CTE skills attained</li> <li>▪ Paid or unpaid work experience</li> </ul>	<input type="checkbox"/> The student included <b><u>one or more</u></b> examples in <b><u>3 of the 4</u></b> following categories: <ul style="list-style-type: none"> <li>▪ Community service</li> <li>▪ Leadership</li> <li>▪ CTE skills attained</li> <li>▪ Paid or unpaid work experience</li> </ul>	<input type="checkbox"/> The student included <b><u>one or more</u></b> examples in <b><u>2 of the 4</u></b> following categories: <ul style="list-style-type: none"> <li>▪ Community service</li> <li>▪ Leadership</li> <li>▪ CTE skills attained</li> <li>▪ Paid or unpaid work experience</li> </ul>	<input type="checkbox"/> The student included <b><u>one or more</u></b> examples in only <b><u>1 of the 4</u></b> following categories: <ul style="list-style-type: none"> <li>▪ Community service</li> <li>▪ Leadership</li> <li>▪ CTE skills attained</li> <li>▪ Paid or unpaid work experience</li> </ul>

Note: Quality volunteer service: unpaid time spent providing leadership/service to a not-for-profit agency or civic organization; structured community support activity (or other similar) by virtue of ***self-initiated*** volunteer activism will receive highest score

**4) Letters of recommendation from nominating CTE instructor and other adult**

1. CTE instructor (on school letterhead) - *If not included, applicant will be disqualified*
2. Adult recognizing career preparation efforts and/or interests of applicant (non-family) – *If not included, 4 points will be deducted from applicant's overall score*

**5) High School Transcript (CTE Coursework) and list of current classes**

*\*Transcript will be verified by CTE Director*

**Note: Failure to include list of current (spring) courses not reflected on the transcript will cause a 1-point deduction**

Highest Level: 4	3	2	1
<input type="checkbox"/> Transcript reflects 360 or more hours of related CTE classroom instruction	<input type="checkbox"/> Transcript reflects 270 – to less than 360 hours of related CTE classroom instruction	<input type="checkbox"/> Transcript reflects 180 – to less than 270 hours of related CTE classroom instruction	<input type="checkbox"/> Transcript reflects 90 – to less than 180 hours of related CTE classroom instruction

**6) Professional Presentation**

Criteria	4	3	1
<input type="checkbox"/> Well organized: easy to read, understand and follow <input type="checkbox"/> Meaningful structure which may include labels, captions, tabs and/or summaries; pertinent portions of project(s) included <input type="checkbox"/> Presentation format enhances career cluster representative project (notebook, portfolio, CD or other) <input type="checkbox"/> Professional representation (no spelling or grammar errors; consistent fonts, margins and alignments)	<input type="checkbox"/> All criterion are represented comprehensively	<input type="checkbox"/> 3 criterion are represented comprehensively	<input type="checkbox"/> 2 or less criterion are represented comprehensively