



# Scholarship Instructions

## Criteria:

- Current CVCC Senior
- Suspensions: NONE
- Attendance
  - ◆ No more than 6 absences
  - ◆ Tardies/Early Dismissals: 3 T/ED = 1 Absent

## Application Requirements:

- Cover Sheet
- Letter of Commitment
- Resume:
  - ◆ A good resume template can be found on Microsoft Word or Google docs
  - ◆ No more than 1 page
  - ◆ Must Include:
    - Contact information (Name, address, email, phone)
    - Education
    - Work History (if applicable)
    - Industry Certifications (if applicable)
    - Interests/Hobbies/Community Service (if applicable)
- CVCC Essay:
  - ◆ Typed and double spaced
  - ◆ Minimum 1 full page/Maximum 2 pages
  - ◆ Essay must include the following information:
    - Introduction
    - How has The Central Vermont Career Center helped you?
    - Career goals
    - What would a scholarship do for you?
- Printed copy of full year school year attendance from Infinite Campus
- References (3 Required)
  - ◆ One from your program instructor
  - ◆ One school related adult character reference (not your program instructor)
  - ◆ One non-school related adult character reference (not a family member)

## Deadlines:

- References Due by -- April 27, 2018
- Scholarship Application Due No Later than -- Tuesday, May 1, 2018 at **9 am**

Eligibility goes until the end of the school year and can be revoked at any time



## Application Requirement Checklist

Please place all documents in the following order **prior** to stapling your application.

| Item   | Student Initials |
|--|------------------|
| 1. Scholarship Application Cover Sheet   | _____            |
| 2. Letter of Commitment  | _____            |
| 3. Resume  | _____            |
| 4. Essay   | _____            |
| 5. Full Year Attendance Report   | _____            |
| 6. Optional: Barre Fish and Game Scholarship<br>(Copy of Vermont Resident hunting/fishing/trapping or combination license (2017-18)) | _____            |

**The following references should be mailed to CVCC separately to ensure confidentiality:**

|  |       |
|--|-------|
| Instructor Character Reference   | _____ |
| One School Related Adult Character Reference                                 | _____ |
| One Non-School Related Adult Character Reference 23<br>(Not a Family Member) | _____ |

## Attendance Directions for Infinite Campus via Student Portal

**Must be printed by the student applicant**

- 1) Log on to you Infinite Campus Student Portal Account
- 2) The top drop down menu should read "17-18 CVCC" if you are a SHS student you may need to click CVCC on the drop down menu
- 3) Click on the Attendance on the left hand side of the screen
- 4) Click on the Day tab, this will provide Attendance Summary by Day
- 5) Print the screen
- 6) Attach to your finalized application in the correct order



# Central Vermont Career Center Scholarship Application Cover Sheet

Student Name: \_\_\_\_\_

Technical Program: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

Sending School: \_\_\_\_\_

What are your plans for post-secondary education or industry-related work?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*If you would like to be eligible for the Barre Fish and Game Scholarship please include above your plans for 2 or 4 year post secondary education and one of the following fields of study you would be pursuing: Agriculture Sciences, Environmental Sciences, Environmental Studies, Forestry, Outdoor Recreation Management, Wildlife Ecology, Fisheries Biology, or Natural Resources. You will also need to provide with your application a copy of your VT fishing/hunting license to meet this organization's request.

Signature of Applicant: \_\_\_\_\_

(By signing this document, I acknowledge that I wrote this in my own words, and in my handwriting)

This application must be completed if you are applying for any scholarships at CVCC. Please be sure to double check to make sure you have filled out all requirements before handing in your application to the

**Administrative Assistant in the CVCC office by 9:00 am, Tuesday, May 1, 2018.**



# LETTER OF COMMITMENT

Please mark the appropriate line below and return this letter with your application packet by 9:00 am, Tuesday, May 1, 2018.

\_\_\_\_\_ Yes, I will attend the awards assembly on Tuesday, June 12, 2018 at 6:00 pm and I am aware of the dress code.

\_\_\_\_\_ No, I will not be attending the awards assembly.  
**(By saying no, you are ineligible for a scholarship.)**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The awards assembly will be held on Tuesday, June 12, 2017 at 6:00 pm at the Barre Auditorium at the Barre Civic Center. If you have any questions regarding appropriate dress code please see Penny Chamberlin in the Central Vermont Career Center Office.

***School Related Adult***  
**CHARACTER REFERENCE FORM**  
**Central Vermont Career Center Scholarship**



Student's Name \_\_\_\_\_ Date \_\_\_\_\_

|                            | Excellent | Good | Fair | Poor | N/A |
|----------------------------|-----------|------|------|------|-----|
| Motivation                 |           |      |      |      |     |
| Initiative                 |           |      |      |      |     |
| Flexibility                |           |      |      |      |     |
| Reliability                |           |      |      |      |     |
| Maturity                   |           |      |      |      |     |
| Cooperation                |           |      |      |      |     |
| Responsibility             |           |      |      |      |     |
| Ability to accept feedback |           |      |      |      |     |
| Ability to take direction  |           |      |      |      |     |

Additional Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How long have you known the student applicant: \_\_\_\_\_

Your Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Please return by April 27, 2018 to the attention of CVCC Administrative Assistant,  
 Central Vermont Career Center, 155 Ayers Street, Barre, VT 05641

***Non School Related Adult***  
**CHARACTER REFERENCE FORM**  
**Central Vermont Career Center Scholarship**



Student's Name \_\_\_\_\_ Date \_\_\_\_\_

|                            | Excellent | Good | Fair | Poor | N/A |
|----------------------------|-----------|------|------|------|-----|
| Motivation                 |           |      |      |      |     |
| Initiative                 |           |      |      |      |     |
| Flexibility                |           |      |      |      |     |
| Reliability                |           |      |      |      |     |
| Maturity                   |           |      |      |      |     |
| Cooperation                |           |      |      |      |     |
| Responsibility             |           |      |      |      |     |
| Ability to accept feedback |           |      |      |      |     |
| Ability to take direction  |           |      |      |      |     |

Additional Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How long have you known the student applicant: \_\_\_\_\_

Your Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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***Instructor***  
**CHARACTER REFERENCE FORM**  
**Central Vermont Career Center Scholarship**



Student's Name \_\_\_\_\_ Date \_\_\_\_\_

|                            | Excellent | Good | Fair | Poor | N/A |
|----------------------------|-----------|------|------|------|-----|
| Motivation                 |           |      |      |      |     |
| Initiative                 |           |      |      |      |     |
| Flexibility                |           |      |      |      |     |
| Reliability                |           |      |      |      |     |
| Maturity                   |           |      |      |      |     |
| Cooperation                |           |      |      |      |     |
| Responsibility             |           |      |      |      |     |
| Ability to accept feedback |           |      |      |      |     |
| Ability to take direction  |           |      |      |      |     |

Additional Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How long have you known the student applicant: \_\_\_\_\_

Your Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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