

SCHOLARSHIP NOTEBOOK INSTRUCTIONS

Every Senior student, who is interested in full-time education beyond High School, whether at a four or two year college, a vocational school or technical school, can complete a scholarship notebook. There are several individuals and organizations, who want to help young people to reach their goals. About 95% of those completing a notebook get some form of scholarship.

What you will need:

- A GREEN notebook**, available at Olympic Stationers and the DECA store.
- 10 sheets (only)**, black paper, in plastic cover, can be used on both sides, available at Olympic Stationers. You will be able to use 20 pages.
Please do not use the insides of the covers.
- three whole punch, to punch holes in the papers.
- Name tag to be placed on front cover

Include the following in your notebook:

- Sheet 1: Table of contents**
- Sheet 2: Personal Data Sheet**, not more than 2 sides.
 - ✓ Your name, address and phone number, include 2 X 3 picture.
 - ✓ Personal information, including your parent's names, their occupation, involvement in any organization they would belong to. Example: Unions, Lions, Moose Lodge, inactive Armed Forces, Rotary, Kiwanis, Church etc. If they work for the City, Mill, K-Ply, Police Dept etc. You could add organizations your grandparents belong to.
 - ✓ Elementary and Middle School(s) you attended
 - ✓ List your activities at the High School: sports (include JV / Varsity/ Letter), Clubs, Music programs, class officer etc. Plus activities outside school: Church, community involvement, Clubs, Sports, (if you lettered, how many years you participated), Work.
 - ✓ If you are a Running Start student
 - ✓ List intended College and major. Try not to say: "Undecided". Organizations look for certain majors and/or college to decide if you could be a candidate for their Scholarship.
- Sheet 3: Transcript, LEAVE FRONT PAGE BLANK**, your transcript will be added by February 1.
Add your SAT / WASL scores on the back of this sheet.
- Sheet 4: Statement of Purpose**: a suggested guideline would be:
 - a. Introduce yourself, tell the scholarship committee about yourself and your educational plans.
 - b. State major emphasis during High School years, what you have accomplished, academic, automotive, business etc.
 - c. Future goals, career plans
 - d. Educational / Training plans
 - e. How you plan to finance your education
 - f. Name a teacher or staff member who gave you the incentive to pursue your education beyond High School. This teacher or staff member does not necessarily have to be from the High School.

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Sheets 5 and 6: Three letters of recommendation

Do not exceed the four sides of page 5 and 6. ONE letter only from your present or former teacher. TWO letters could be from a family friend, counselor, coach, neighbor, minister. A second letter could be from a teacher if the teacher knows you outside the classroom setting. (club, coach neighbor etc.)

Sheets 7 through 10:

Could include: newspaper clippings, certificates, awards, examples of art work, photos, outdoor activities, community involvement etc. (You can use 4 pages on both sides). You want to catch the attention of people viewing your notebook.

See Guidance or your Advisory teacher if you have any questions.

Do not include Elementary or Middle School certificates. It should be all High School information.

**Scholarship notebooks must be turned in and finished by:
Friday January 6, 2012, no later than 4:00pm in Mrs. Eykemans' office.**

In addition to the scholarship notebook complete the following:

Please check off the boxes as you complete each item:

- 1: **Three copies** of your whole scholarship notebook (original plus three copies)
Please paperclip each copy together, do not use staples.
- 2: **One copy of your Personal Data Sheet**
- 3: **One copy of your Statement of Purpose**
- 4: Two **photographs**: 1. Electronic photo in .jpg format, no larger than 30KB; 640X480px. Must be e-mailed to Mr. Jay: tjay@portangelesschools.org or Mrs. Eykemans: meykemans@portangelesschools.org.
More explained about this at the last page of this packet.
2. Same format photograph, but it has to be a head shot 2x3 (for the newspaper).
PICTURE DUE SAME TIME AS THE NOTEBOOK!!
- 5: **A signed Release form**: for the paper and radio (attached to the back of this packet)
- 6: **Sentence**: written answer in twenty five (25) words or less:
"How are you going to contribute to make the world a better place?"
This will be used for the Power Point shown during the Scholarship Award Evening.

Suggestion:

Have your Statement of Purpose and/or your notebook checked by your Advisory teacher, or your English teacher, or your counselor as well as your parent to make sure there are no spelling or grammar mistakes. Spell checker on your computer does not pick up all mistakes!!

Ask if you need help!! Good luck with the project! It will be a lot of work if you do it right, but will make a difference in the long run.

Be sure to check in the Guidance Office with Linda Robertson for applications or other information regarding some scholarships. Some organizations will only look at your book if you have filled out an application or write an essay in addition to your Notebook.

Make sure to send a note of thanks to the people who write you a letter of recommendation or who help you with your notebook.

(Example)

TABLE OF CONTENTS

PERSONAL DATA SHEET.....SHEET 2

TRANSCRIPT (leave front page blank).....SHEET 3
ADD SAT SCORES on the back of the black sheet

STATEMENT OF PURPOSE.....SHEET 4

LETTERS OF RECOMMENDATION.....SHEET 5

ACTIVITIES / HONORS.....SHEET 7

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(EXAMPLE)

PERSONAL DATA SHEET

Willie Makit
8181 81st Street
Port Angeles, WA 98362
(360) 123-4567

Personal Information:

Birth date: 6/30/1990 Age: 17 Birthplace: Taos, N.M.
Parents: Otto and Mary Makit (list both if divorced)
Father's Occupation: Cliff Hanger
Mother's Occupation: Household Engineer
Numbers of brothers and sisters: 6
Parent's Community Organizations:
Father: P.A. Lions, Union #655,
Mothers: Beta Sigma Phi, Soroptomist
Grandfather: Vietnam Veteran

Education:

1995-1999 Franklin Elementary School
1999-2002 Stevens Middle School

School Activities:

Band, Wind Ensemble, two years.
ASB officer Jr. year
Ski Club, Computer Club, Drama Club.
Golf, three years. Lettered Jr. year, plan to participate in senior year.

Community Activities:

Church Youth group, Soccer coach, Kiwanis Camp, Volunteer at Festival of the Trees and Crab Fest.
YMCA, Youth in Government.

Awards/Honors:

Sportsmanship Award, Football season 2005
All Northwest Band 2005.
Student of the Month, Rotary Girl / Boy of the month. Star Award etc.
Music Adjudication, excellent rating 2006.

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Work Experience:

Part time dishwasher at Burgerhut, 2006.
Summers 2005-2007, Lawn boy, Careless Rental Homes.

Future Plans:

Attend Peninsula College for two years.
Attend University of Alabama after PC.
Major: Business Administration.

References:

Be sure you have permission of the persons you will list.

Mr. Will Knot, Manager Burgerhut, 1515 15th. St. Port Angeles, WA
Mrs. Eileen Dover, Business Instructor, 999 9th. St. Port Angeles, WA
Mr. Tim Burr, Logger, family friend, 3333 3rd. St. Port Angeles, WA

DO NOT FORGET TO ADD INFORMATION ABOUT YOUR MAJOR, OR ANY
DIRECTION YOU ARE PLANNING TO TAKE AFTER HIGH SCHOOL.

If you write undecided, your book may not go out to certain organizations, because certain community groups are looking for certain major.
For example: medical field, environmental science, music, education etc.

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Please answer the question in twenty five words or less.

Please turn this sheet in with your notebook, make sure your parents sign the section at the bottom of this page.

**HOW ARE YOU GOING
TO MAKE THE WORLD A BETTER PLACE ??**

>>>>-----<<<<<

RELEASE OF INFORMATION

Name: _____

The Scholarship recipient and parents agree / do not agree any information included in this Notebook may be released to various media (Peninsula Daily News, KONP Radio). Please check box below. Thank you.

- I agree to have any information in the media
- I prefer **NOT** to have information in the media.

Date: _____

Signature of parent

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TIME LINE:

September 29, 2011

College information night for parents and students. Includes Scholarship information.

During the month of October 2011

Mrs. Eykemans and Mr. Nolan will be coming to advisory classes to hand out scholarship notebook instructions and give an overview of the notebook.

Tuesday December 6, 2011:

Mrs. Eykemans and Ms. McKenna will be available during advisory in the student center to answer questions regarding the Scholarship notebook. Get a pass from your advisory teacher.

Friday January 6, 2012

Notebooks due in the Scholarship office (in the 100 building) no later than 4:00pm.

**Pictures are due the same time to tjay@portangelesschools.org
NO EXCEPTIONS!! Phone: 565-1512**

E-mail: meykemans@portangelesschools.org or
rmckenna@portangelesschools.org

Any questions in between these dates:

Contact: Mrs. Eykemans, Ms. McKenna or Mr. Nolan.

**SCHOLARSHIP NIGHT WILL BE HELD ON
TUESDAY MAY 15, 2012 @ 7:00PM in the PAHS Auditorium**

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FOR YOUR INFORMATION ONLY:

Please read the following information.

We want you to be aware of the school board policy regarding weighted grades.

School board policy:

ACADEMIC HONORS

Students who have earned a grade of C or better in any semester of the Port Angeles School District high school courses designated by the superintendent as honors-weighted courses will receive weighted grades only for the purpose of calculating their grade point average for honors, and academic lettering, as well as a scholarship notebook footnote under this Academic Honors policy.

The grades will be weighted in this manner:

A.....4.5	A-.....4.2
B3.5	B+....3.8
B-.....3.2	C+...2.8
C.....2.5	

No substitutions will be permitted for the courses listed in accompanying procedures or a high school's *Program of Studies* as honors-weighted courses.