

## GRADUATING SENIORS

**Do you plan to continue your education after graduation at a :**

- **Two year college (TCC, Pierce, Olympic, etc.)**
- **Four year college or university (UW, Western, PLU, etc.)**
- **Trade or technical school (Bates, Cover Park, etc.)**

***You may be eligible for one or more scholarships when you graduate***

Every year, local businesses, organizations and individuals award scholarships to Henderson Bay graduates. **All graduating seniors** who plan to continue their education are encouraged to participate in this scholarship program.

**In order to compete for many of these scholarships, you must complete a scholarship notebook.** Local donors utilize these notebooks to determine which students best meet their award criteria. Others prefer to let a school committee select the student or students who meet their criteria or who are most deserving. Your notebook will represent you and allow the donors and/or the scholarship selection committee to get to know you.

Since selections are based on your interests and achievements as illustrated by your scholarship notebook, you will want to present your best self. Your notebook will include a statement of purpose that details your future plans, letters of recommendation, awards and accomplishments, and personal pages of photos, artwork, poems, and other tangible illustrations of your life. **Final deadline for the scholarship notebook is Wednesday, March 1, 2017**

In addition to reviewing the notebooks, some donors will also wish to personally interview students prior to making their selection. Other donors ask applicants to submit essays or application forms. Students are responsible for keeping themselves informed and for fulfilling all requirements designated by the donors.

Be aware that graduating seniors are eligible for many other scholarships that are not specifically associated with our school. Many corporations, trade unions, fraternal organizations, and individuals offer scholarships to students who match their criteria. Ask family, friends, or local businesses for information, and search on the internet for scholarships or financial aid. *(NOTE: You should **not** have to pay for this information!)*

## BEING A SCHOLARSHIP RECIPIENT CARRIES RESPONSIBILITIES

If you receive an award you will have further obligations. The major requirement is a thank you letter from you to your donors. A simple but sincere note means a lot to the person or group from whom you received your award. **Thank you letters, addressed and stamped, must be turned into the Henderson Bay office no later than June 30th for verification and mailing in order to access scholarship funds.** Your letter must include your current contact information - mailing address, email address and phone number.

In addition, the donor group may also ask you to attend one of its meetings in order to give you further recognition. It is imperative that you honor them by attending their function.

### Suggestion for Thank You note to Donor:

*I would like to thank you for the honor of being chosen as the recipient of the (enter name of scholarship) scholarship. Your scholarship will assist me in continuing my education at (enter name of tech school, community college, university, etc.-future plans).*

*Thank you also for your support of Henderson Bay High School.*

*Sincerely,*

***Remember, failure to submit an acceptable thank you letter will result in your scholarship being revoked.***

## DISBURSEMENT & USE OF SCHOLARSHIP FUNDS

Scholarship monies may be used for tuition, books, lab fees, parking and other related costs at the educational institution you will be attending. The delivery of the award money varies:

- Most of the funds will be mailed to you in the form of a joint check made payable to you and the educational institution where you are registered.
  - To request these funds, a copy of your official registration form must be brought to the main office at HBHS. We will then begin the process for the printing of the joint check. This process may take up to three (3) weeks.
  - If you have changed your mailing address and/or phone number, it is your responsibility to provide the office with your most current information.
- Some of the donor's will include with their awards, specific instructions on how and to whom the funds will be paid.
- Specific information, including addresses for thank you letters, time restrictions on awards, and how to claim the award will be mailed to the recipient. **It is important to keep this information!**

## SCHOLARSHIP NOTEBOOK - LAYOUT

Beginning in March, individuals from our community come to look through scholarship notebooks in order to select students for scholarship money. To assist them, we request your notebooks be arranged in uniform order. For that same reason, we provide identical plastic folders that accommodate a front cover and twelve pages of information. You will be given the folder when you complete your approved Statement of Purpose.

The following items comprise your notebook:

- **Notebook Cover** - Henderson Bay values the individualism and creativity of our students, and some of the best notebook covers in the past years have been visually unique. Our only *requirements* are that your name be displayed in readable form and that it include a clear photo of yourself, preferably alone and doing something you enjoy. You may use any paper you choose and you may include other elements that reflect your personality and/or interests. Keep in mind, however, that *adults* will be examining your notebook - you want it to reflect well on you and your school. We will have examples to show you.
- *(page 1)* **Statement of Purpose** - see page 4 of this packet
- *(page 2)* **Personal Data Sheet** - see page 5
- *(page 3)* **Official Transcript** – upon request, the counseling office will print your transcript after first semester grades are recorded
- *(page 4-6)* **Three letters of recommendation** - see page 6
- *(page 7)* **Up-to-date resume** – see page 7
- *(pages 8-12)* **Personal pages** - This section gives donors a visual introduction to your life and interests. It's easier to organize each of your pages around a theme such as "Awards", "My Work", "My Family", "Hobbies", ASB, etc. Try to label all photos and explain with brief captions why you chose to include an item.
  - Awards and certificates from high school (not just HBHS)
  - Awards, certificates and documents from activities outside of school: e.g., Sports, community service, church, etc. (from high school years only, unless it's an ongoing activity)
  - Photos of you on the job or doing volunteer work
  - Examples of your own poetry and/or artwork, clearly labeled as *your* work
  - A poem or quotation that you find particularly meaningful (credited)
  - Documentation of your hobbies (travel, cars, music, computers, etc.)
  - Photos of you with your family and friends (*Do not include originals of photos that cannot be replaced!*)
- You are responsible for making copies of photos and certificates. There will be several workshops offered, if you need help assembling your notebook. Robin Malich and/or Linda McQuade can answer any additional questions.

## WRITING YOUR STATEMENT OF PURPOSE

Your statement of purpose introduces you to scholarship donors who are looking at your notebook. It is quite possibly the only chance that he or she will have to get to know you. Therefore, it is imperative you make a good first impression. The statement of purpose you wrote for your Senior Portfolio may also be used in your Scholarship Notebook.

Please consider the following guidelines:

- The opening paragraph is critical. It must capture the attention of the reader and give a sense of who you are, your personality and interests. Avoid cliches. No whining.
- Your primary focus must be your future plans - school, career, personal goals, why you are making these choices. How will you accomplish your objective: Be specific - if you must work part time to pay for college, explain exactly how you will do that. If you are going to work immediately after graduation, explain how you see your future developing. Use positive statements ("I *will* attend TCC...").
- You may also include family influences, high school experiences, your personal accomplishments, and any individuals or situations that have made a difference in your life and goals.
- Your Statement of Purpose must be:
  - One page only
  - Single-spaced
  - On good quality business (resume) paper
  - Checked for grammar and spelling (don't rely on spell-check)
  - Proofread by several people (ask your core teacher)
  - Printed in *readable* 12-point font with standard margins

Examples are:

Times New Roman 12 pt. font

Arial 12 pt. font

Tahoma 12 pt. font

# PERSONAL DATA SHEET (SAMPLE)

## Your Name

4589 Yellow Brick Road  
Gig Harbor, Washington 98335  
Telephone: (area code) and phone number  
Email address

## Personal Information

Birthdate: June 30, 1997  
Parents: John and Mary Student (or John Student and Mary Smith)  
Birthplace: Hershey, PA  
Number of brothers and sisters (ages): 3 (21, 14, 11)  
Parents' community organizations: Father/KP Lions; Mother/MADD

## EDUCATION

Van Cleve Elementary School, Hershey, PA	2002 - 2008
Goodman Middle School	2008 - 2011
Gig Harbor High School	2011 - 2013
Henderson Bay High School	2013 - 2015

## SCHOOL ACTIVITIES

ASB Senior Class Representative	2014 - 2015
ASB Secretary	2013 - 2014
Volleyball	2011 - 2012

## COMMUNITY VOLUNTEER SERVICE

Camp Fire Day Camp Aide	2012 - 2013
Special Olympics Helper	2014 - 2015

## AWARDS/HONORS

Business Week Participant	2013 - 2014
Track Sportsmanship Award	2011 - 2012
Best Attendance	2008 - 2009

## INTERESTS AND HOBBIES

Snowboarding  
Reading  
Music (both playing guitar and listening)

## WORK EXPERIENCE

Courtesy clerk, QFC	1 ½ years
Babysitting	4 years

## FUTURE PLANS

Attend Pierce Community College for an associate's degree  
Attend University of Washington after graduating from Pierce Community College  
Major: Education  
Career Goal: Special Education Teacher

# How to ask for a Letter of Recommendation

First, think about whom you want to ask for a letter of recommendation. Remember - you need "3" recommendations for your scholarship notebook.

## **POSSIBLE OPTIONS FOR RECOMMENDATION LETTERS**

- Teacher
- Counselor/Therapist
- Principal
- Employer and/or Supervisor from Work
- Youth Group Leader
- Mentor
- Pastor and/or Minister
- Close Friend of Family Whom Can Speak to Your Character
- Volunteer Group Leader

## **ASK EARLY**

Allow the person enough time to write the letter (at least 1 month to 3 weeks notice). Make sure you provide them with your deadline and be sure to send out a friendly reminder as the deadline approaches.

## **PROVIDE INFORMATION**

People need to know the logistics. What are the deadlines? How do they submit the letter of recommendation? Should they use their school/company letterhead?

## **CREATE A PERSONAL PROFILE**

This is your reflection on who you are and what you value along with important details about you. The more detailed and thoughtful you are about your values, goals, accomplishments, the more useful it is to the recommendation writer. You should take time to reflect deeply about what you care about and what experiences have been especially meaningful in your life. (This will help your teachers differentiate you from other students they're writing about.)

## **SAY THANK YOU**

Make sure you let the recommendation writer know how much you appreciate their recommendation. A heartfelt verbal thank you and/or thank you card is highly suggested.

**Your Name**

4589 Yellow Brick Rd  
Gig Harbor, WA 98332

(253).983.3232      anywhoemail@comcast.net

Objective: In one or two sentences explaining your goal. Example: *To obtain an internship to enhance my skills in the field of community service.*

Experience: Using bullet points list your job or voluntary experiences followed by the date.

Job Title	Date
<ul style="list-style-type: none"> <li>• Responsibilities</li> <li>• Other duties</li> <li>• Assisted with.....</li> </ul>	

Education: List your high school education followed by the dates. If multiple schools, list in chronological order

School Name, City, state	Sept 2015–Present
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Awards: List any awards or special recognitions you have received during high school followed by the date

Award	2016
Special Recognition	2014

## SCHOLARSHIP DONORS

<u>CONTRIBUTING DONOR</u>	<u>NUMBER OF SCHOLARSHIPS</u>	<u>AMOUNT</u>
Am Assoc of Univ Women	1	\$1,000
Angel Guild Thrift Store	2	\$1,000 (each)
Columbia Bank	1	\$250
Cottesmore Child Care	1	\$250
GH Area Dentists	2	Varies (\$800)
GH Eagles Auxiliary #2809	1	\$1,000
GH Eagles RV Club	1	\$500
GH Commercial Fisherman's club	1	\$500
GH Kiwanis	3	\$500 (each)
GH Lions Club	1	\$1,500
GH Mid-Day Rotary	1	\$1,500
GH Sportsman Club	1	\$500
Great Car Care	1	\$300
Harbor Animal Hospital	1	\$500
Harbor Christian Center	3	\$250 (each)
Homes Chiropractic	1	\$1,000
Inn at Gig Harbor	2	\$500 (each)
Jud Morris	1	\$250
Kitsap Bank	1	\$300
Pam Walton Memorial	1	\$500
Peninsula Schools Ed. Foundation	2	\$1,000
Peninsula Bus Drivers	1	\$300
Peninsula Custodial Unit	1	\$200
Peninsula Family Medical	1	\$250
Peninsula Light Company	3	\$1,000 (each)
Peninsula Principal Assoc.	1	\$500
Rep. Larry Seaquist	1	\$250
Soroptomist International	1	\$500
Sutich Family	1	\$500
Theresa Malich Memorial	3	\$1,000
VFW – H. Uddenberg Post #1854	1	\$2,000
Windermere Realty	1	\$500

## RELEASE OF INFORMATION

STUDENT'S NAME: \_\_\_\_\_

I understand that any information included in this scholarship notebook may be released to the various media (The Gateway, PSD Newsletter, The News Tribune, etc.)

\_\_\_\_\_ date \_\_\_\_\_ signature of student

\_\_\_\_\_ date \_\_\_\_\_ signature of parent  
(necessary even if student is over 18)

## STATEMENT OF UNDERSTANDING

I UNDERSTAND AND WILL COMPLY WITH THE FOLLOWING:

1. The scholarship notebook must be turned in by \_\_\_\_\_ at the Henderson Bay HS office in order to be eligible for the maximum number of scholarships.
2. Your notebook will be stored at the Henderson Bay Main Office so when you need to make copies of pages you can access your information. The notebook may be picked up after \_\_\_\_\_ when thank you notes have been accepted and approved.
3. A scholarship notebook can be disqualified from local scholarship competition:
  - a. For irresponsible behavior of the student.
  - b. If the notebook is found to contain documents that have been altered or misrepresented. These documents can include but are not limited to transcripts, letters of recommendation, etc.
  - c. Other good causes determined by the Board and Officers of the Henderson Bay High School Scholarship Fund Committee in its absolute discretion.
4. An appropriate thank you letter to the donor is absolutely required upon receipt of a scholarship award. The address is included in the packet you receive at graduation. The note must be addressed and stamped before turning it into the office.  
*If an acceptable thank you note is not turned into the HBHS office, the student's scholarship(s) will be revoked.*

\_\_\_\_\_ date \_\_\_\_\_ signature of student

(This page to be detached, signed and placed in student's folder.)