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2017

Scholarship Application

Packet

Cedarburg Community

Scholarship Fund



*Founded 1973*

PO Box 654

Cedarburg, WI 53012

www.ccsf.info

Our 44nd year assisting Cedarburg students

reach their higher education goals.

## Congratulations on your decision

## to further your education!

You will have many expenses during your college or vocational school experience. The Cedarburg Community Scholarship Fund was established to help you defray the cost of your education. You may apply for a CCSF scholarship if you reside within the Cedarburg School District, regardless of which high school you attend. Please read the instructions in this packet thoroughly and carefully.

**IMPORTANT: The quality of your application will determine both your eligibility for a scholarship and the amount of scholarship money that you will be awarded. Give yourself enough time to do a good job of completing it.**

Here is what you must do:

### Scholarship Summary Form

Complete the Scholarship Summary Form on page 4. **Use this form as the cover sheet for your application.** It also serves as a check list to remind you of what must be included. ***Due to the quantity of applications received, please do not use binders, report covers or other creative packaging.*** While attractive, they slow down the review process. ***Use a single staple in the upper left-hand corner of the required forms and essays to create an application packet. Do not make double sided copies (back-to-back copies)***

### Student Profile Part 1

Complete the ***Student Profile Part 1*** on page 5. Check off all that apply. This information helps determine qualification for CCSF awards with specific requirements. Awards are not limited to this information.

### Student Profile Part 2

Complete the ***Student Profile Part 2*** on page 6. It is a comprehensive look at your high school years. The CCSF Scholarship Selection Committee will use the information on this form to formulate an understanding of who you are and what you have done. In the spaces provided, indicate your activities, memberships and accomplishments, and the years in which they apply (i.e. “9” for your freshman year, “10” for sophomore, “11” for junior, and “12” for senior

### Personal Resume

Prepare a ***Personal Resume*** similar to one you might use for a job interview. IT MUST BE WORD PROCESSED using a resume (not narrative) format. Place your name at the top of each page. The resume should be detailed enough to accurately represent who you are. However, excessively long resumes bog down the Committee’s work. Use your discretion in providing a resume that you are proud of. As a minimum, include the following:

1. *Your Goals* - Understanding that many students modify their goals as they continue their studies, provide an overview of your interests and career objectives.
2. *Family Information* - Realizing that personal family situations have an impact on all aspects of a student’s performance and record, indicate:

* Parental/Guardian Occupations
* Sibling Information
* Special Circumstances
* Anything else the Committee should know about that will affect the evaluation

1. *Education Record* - The Student Profile gives an overview of your high school years. This is your chance to expand upon what you have done. Include:

* Extracurricular Activities
* Honors and Recognitions (both at your high school and with other organizations)
* Any other accomplishments that the Committee should know about

1. *Community Activities and Service* - Since scholarships are not awarded based solely on grades, describe your involvement in other groups and organizations. Include such things as:

* Community Service Projects
* Youth Groups
* Volunteer Activities
* Church Activities

1. *Employment Record* - The Committee takes into account a student’s time commitment to an employer, in addition to the skills learned in the workplace. Provide:

* Employers (company/store and name of immediate supervisor)
* Job Descriptions
* Experiences on the job that the Committee should know about

1. *Life Experiences* - Describe anything else that will give the Committee an accurate picture of who you are.

***5. Letter of Recommendation***

Obtain one Letter of Recommendation from a person other than a relative, physician, CCSF board member or spouse, Cedarburg High School administrator, teacher, coach, or Community Service Volunteer Program coordinator. Consider asking: an employer, a family friend, a pastor, or a youth group leader. To help you with this process, give the form on page 7 to your letter writer. It contains information about what should be included in the letter.

**IMPORTANT: The Letter of Recommendation you submit with your application MUST be specific to this scholarship process (CCSF and CHS).** IT CANNOT HAVE BEEN USED FOR ANY OTHER PURPOSE and must be dated between December 8, 2016 and January 27, 2017.

### 6. Transcript of Grades

If you ARE a Cedarburg High School student, sign the “Transcript Release” section at the bottom of the *Scholarship Summary Form*. Your transcript will automatically be sent to the Committee. Students who have reached the age of 18 do not require a parental signature.

If you ARE NOT a Cedarburg High School student, you will need to obtain a ***Transcript of Grades*** from your high school. It is preferred that you include them with your application. Some schools will not give transcripts directly to students. If this happens, have your school send your transcript to: *CCSF Scholarship Selection Committee, PO Box 654, Cedarburg, WI 53012*.

### Scholarship Essays

Certain scholarships require essays that will be scored by the Committee. These requirements are described on page 8. If you apply for any of these scholarships, be sure to complete the required essays.

### Student Drive Commitment Form (2 copies)

To be eligible for a CCSF scholarship, you MUST participate in the annual CCSF Student Drive either via the phone-a-thon or by working with a group of students asking for donations door to door. Include **two** signed copies of the form (pages 9 and 10) with your application.

**EXTREMELY IMPORTANT: Only COMPLETE applications will be considered for scholarship awards.** If any of the items listed in these instructions are missing, a student’s application will be marked “incomplete” and will not be evaluated by the Committee.

***Application Deadline: Friday, January 27th, 2017 3:30 pm***

***All Applications must be turned in at the CHS Guidance Office***

***NO EXCEPTIONS WILL BE MADE***

**OTHER IMPORTANT DATES:**

*Mandatory Student Meeting for CCSF Scholarship Applicants:*

**Wednesday, March 15, 2:50 pm *or* 7:00 pm in the CHS Large Group Instruction Room (LGI).**

**Call (262) 376-6350 or email** [**mcullen@cedarburg.k12.wi.us**](mailto:mcullen@cedarburg.k12.wi.us) **or** [**lpackard@cedarburg.k12.wi.us**](mailto:lpackard@cedarburg.k12.wi.us) **for additional information.**

*Door-to-Door Campaign:*

**Organizational Meeting for all Door-to-Door participants Wednesday, March 29, from 2:50 to 3:30 pm in the LGI.**

**Friday, March 31, Saturday, April 1, and Sunday, April 2, with packet turn in from 3 to 5 pm on Sunday in Room 208.**

*Phone-a-thon Campaign:*

**Monday, April 3, Tuesday, April 4, or Thursday, April 6, from 6 to 8:30 pm. Meet in Room 208.**

*Scholarship Awards Night:*

**Wednesday, May 24, 2016, 6:00pm in the CPAC**

## Scholarship Summary Form



|  |  |  |
| --- | --- | --- |
|  | **Name** |  |
| **Address** |  |

**Schools Applied To** (Check the box if you have also been “Accepted” by the school):

|  |  |
| --- | --- |
|  | ***Accepted*** |
|  | ***Accepted*** |
|  | ***Accepted*** |
|  | ***Accepted*** |
|  | ***Accepted*** |
|  | ***Accepted*** |
| **Planned Major** |  | |
| **Career Goal** |  | |

**Application Check List** (Please submit application packet in this order):

|  |  |
| --- | --- |
|  | Scholarship Summary Form\* |
|  | Student Profile Form\* |
|  | Personal Resume\* |
|  | Letter of Recommendation\*\* |
|  | Transcript of Grades\*\*\* |
|  | Larry Schmalz Foundation Scholarship Essay\*\*\*\* |
|  | Levy & Levy S.C. Scholarship Essay\*\*\*\* |
|  | Victoria Cleary Memorial Scholarship Essay\*\*\*\* |
|  | Cedarburg Athletic Booster Club Scholarship Essay\*\*\*\* |
|  | Alyssa Nicole Dorfler ‘Please Don’t Drink and Drive’ Memorial Scholarship Essay \*\*\*\* |
|  | Student Drive Commitment Form (2 copies)\* |
| *\* Required.*  *\*\* Required and sent directly to Kim Myczek, CHS Counseling Office Secretary.*  *\*\*\* Automatically sent to Scholarship Selection Committee for CHS students when this form is signed. Must be submitted directly by non-CHS students.*  *\*\*\*\* Optional scholarships available only to CHS students.* | |

**Transcript Release**

Permission is hereby granted to release my grades (my son’s or daughter’s or ward’s grades) to the CCSF Scholarship Selection Committee. (Students over the age of 18 may sign for themselves. Students younger than 18 require the signature of a parent or guardian.)

|  |  |  |  |
| --- | --- | --- | --- |
| Parent/Guardian Signature |  | Date |  |
| Student Signature |  | Date |  |

**Student Profile Form Part 1**

|  |  |
| --- | --- |
| Name |  |
| Address |  |

Check all that apply.

This information helps determine qualification for CCSF awards with specific requirements. Awards are not limited to this information.

|  |  |
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| **Cedarburg Schools Attended** |  |
| Parkview Elementary |  |
| Thorson Elementary |  |
| Westlawn Elementary |  |
| Webster Transitional School |  |
| Cedarburg High School |  |

|  |  |
| --- | --- |
| **Community Affiliations** |  |
|  |  |
| Cedarburg Fire Department  (Parent, Grandparent,  Explorer) |  |
| Cedarburg Junior Woman’s Club  (Mother or Grandmother) |  |

|  |  |
| --- | --- |
| **Extra-Curricular Participation** |  |
| Tennis (Girls) |  |
| Wrestling |  |
| Currently Active in  CHS Community Service |  |
| Football |  |
| Swimming |  |
| Soccer |  |
| Visual Arts |  |
| Performing Arts |  |
| Member Cedarburg Athletic  Booster Club Senior Year |  |
| Athletic Team Captain |  |

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| --- | --- |
| **Work Experience** |  |
| Olsen’s Piggly Wiggly |  |

|  |  |
| --- | --- |
| **Utilities** |  |
| Does your home receive utilities from Cedarburg Light and Water? | |
| Yes |  |
| No |  |

|  |  |
| --- | --- |
| **Essay** |  |
| Levy Community Service |  |
| Larry Schmalz Safety |  |
| Victoria Cleary Good Citizen |  |
| Cedarburg Athletic Booster Club |  |
| Alyssa Dorfler ‘Please Don’t Drink and Drive’ |  |

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| **College Major/Career Interests** |  |
| Early Childhood |  |
| Elementary Education |  |
| Education |  |
| Engineering |  |
| Medicine |  |
| Health Care |  |
| Nursing |  |
| Natural Sciences |  |
| Biology |  |
| Environmental Science |  |
| Law |  |
| Political Science |  |
| Marketing |  |
| Computer Technology |  |
| Accounting |  |

## Student Profile Form Part 2

Name:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Community Service** | | | | |
|  | **9** | **10** | **11** | **12** |
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| **Performance Arts** | | | | |
|  | **9** | **10** | **11** | **12** |
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| **Honors/Awards** | | | | |
|  | **9** | **10** | **11** | **12** |
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| **School Clubs/Organizations** | | | | |
|  | **9** | **10** | **11** | **12** |
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| **Offices held:** | | | | |
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| **Athletics** | | | | |
|  | **9** | **10** | **11** | **12** |
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| **Employment Dates and Employer** | | |
|  | **From** | **To** |
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## Request for Letter of Recommendation

Dear      ,

A Cedarburg student,      , requests that you write a letter of recommendation on his/her behalf for scholarship award consideration from the Cedarburg Community Scholarship Fund and/or Cedarburg High School.

Your letter can address such topics as the student’s judgment, initiative, motivation, industry, leadership, interpersonal skills, responsibility, and integrity. Any additional comments and observations that you wish to add would be welcomed.

Opinions and comments contained in the letter will be held in the strictest confidence by the Cedarburg Community Scholarship Fund and/or the Cedarburg High School Scholarship Committee. The letter will not be made available to the student, however you may share its contents with the student should you care to do so.

Please forward your letter of recommendation to:

Kim Myczek

CHS Counseling Office Secretary

Cedarburg High School

W68 N611 Evergreen Blvd.

Cedarburg, WI 53012

**Your letter of recommendation must be received no later than**

**FRIDAY, JANUARY 27th, 2017**

Thank you for your assistance.

**Cedarburg Community Scholarship Fund**

**Cedarburg High School Scholarship Committee**

## Special CCSF Scholarships

(Essays required)

These CCSF scholarships are only ***available to CHS graduating seniors***. Each requires a separate essay to be submitted with the scholarship application packet.

**LARRY SCHMALZ FOUNDATION, INC. SCHOLARSHIP**

The graduating senior awarded this scholarship must have a cumulative grade-point average of C or better. The student must also be enrolled or be planning to enroll part time or full time in a certificate or degree program at an accredited college, university, or vocational school. The awardee must have a good attendance record and participate in one or more school-sponsored extracurricular or community-oriented activities.

**An applicant must complete an essay of 250 to 500 words on the topic, “The Importance of Safety in My Life.” The essay must be included in the application packet.**

\_\_\_\_\_\_\_\_\_\_

**THE LEVY & LEVY S.C. SCHOLARSHIP**

The graduating senior awarded this scholarship will have at least 100 hours of community service and will have shown significant scholarship improvement throughout his or her high school career. The student must have a rate of attendance that exceeds the student body average.

**An applicant must complete an essay of 250 to 500 words setting forth the benefits derived from performing community service. The essay must be included in the application packet.**

\_\_\_\_\_\_\_\_\_\_

**THE VICTORIA CLEARY SCHOLARSHIP**

The graduating senior awarded this scholarship will have a cumulative grade-point average of C or better. The student must be enrolled in or be planning to enroll in a certificate or degree program at an accredited college or university with intent to major in education. The awardee will be someone who has demonstrated an extensive commitment (at least 180 hours) of service to school, church or the community at large.

**An applicant must complete an essay of 250 to 500 words on the topic of “Why I Consider Myself To Be A Good Citizen.” The essay must be included in the application packet.**

\_\_\_\_\_\_\_\_\_\_

**THE CEDARBURG ATHLETIC BOOSTER CLUB SCHOLARSHIPS**

These scholarships will be awarded to athletes, one male and one female, graduating from Cedarburg High School with plans to enroll in a certificate or degree program at an accredited college, university or vocational school. Candidates will be members of the Cedarburg Athletic Booster Club their senior year, have earned at least 1 varsity letter, and be honor students (3.0 or better). Additionally, extracurricular activities, including volunteer activities and work experience with an emphasis on leadership, and completion of an essay will further differentiate students applying for this scholarship.

**An applicant must complete an essay of 250 words on the topic of “How has athletic participation contributed to my development and how do I think it will impact my future.” The essay must be included in the application packet.**

\_\_\_\_\_\_\_\_\_\_

**THE ALYSSA NICOLE DORFLER ‘PLEASE DON’T DRINK AND DRIVE’ MEMORIAL SCHOLARSHIP**

This scholarship is awarded to student with a B average who participated as a member of the school swim team or soccer team. The student must be enrolled in or be planning to enroll in a certificate or degree program at an accredited college or university with intent to major in Accounting or Nursing.

**An applicant must complete an essay of 250 words on the dangers of drinking and driving. The essay must be included in the application packet.**

## Student Drive Commitment Form



|  |  |
| --- | --- |
| **Student’s Name** |  |
| **Parent(s)/Guardian(s)** |  |
| **Home Phone Number** |  |
| **Email Address** |  |
| **High School** |  |

I understand that by applying for a CCSF scholarship, I am required to participate in the CCSF Student Drive in either the Door-to-Door Campaign or the Phone-a-thon Campaign, a commitment of approximately three hours.

|  |  |
| --- | --- |
| ***Student’s Signature*** |  |

## Important Student Drive Dates

*Mandatory Student Meeting for CCSF Scholarship Applicants:*

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**pm Sunday in Room 208.**

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| --- | --- |
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| **Parent(s)/Guardian(s)** |  |
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| **Email Address** |  |
| **High School** |  |

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| --- | --- |
| ***Student’s Signature*** |  |

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