

Discovery Middle School PTO Scholarship
Need money for college, technical school, or an apprenticeship?
Apply for a \$1,000 scholarship offered by the DMS PTO.

Eligibility: You must be a 2016 graduate of Discovery Middle School. Two \$1000 scholarships will be awarded.

Judging Process: Applicants will be evaluated on a variety of factors including academics, extracurricular activities, and an outside reference. Applications will be judged anonymously with identifying information removed. All information on this application will be considered confidential and will be used solely for the purpose of selecting scholarship recipients.

Criteria: The scholarship application is comprised of the following:

- | | |
|--|-----------|
| A. Personal Information Form and Short Responses | 20 points |
| B. One Reference Form and Letter of Recommendation | 20 points |
| C. Counselor Form and Transcript | 30 points |
| D. Essay | 30 points |

Application Process:

Submit your completed application in full to the PHS Counseling Department by the end of the school day on February 28, 2020. Late or incomplete applications will not be considered. Make sure your outside reference is aware of the February 28 deadline.

If you do not attend Penn High School, please contact Scholarship Committee Chair Amy Shrout for further information about your application, by email at shrout@alum.northwestern.edu.

Applications are considered complete ONLY when the Counseling Department has received all components listed above under “Criteria,” including the Reference Form and Letter of Recommendation (in Section B).

Note: Applications should be typed, with the exception of the following, which may be handwritten:

- (1) the Personal Information Form (in Section A),
- (2) the top of the Reference Form (in Section B)
- (3) the Counselor Form (in Section C)

Award Process: The award will be in the form of a check payable to the college or vocational institution that the student will attend. Winners will be announced at the Senior Awards Night at PHS. The scholarship must be used by June 30, 2020.

With questions, please contact Amy Shrout, DMS Scholarship Committee Chair, by email at shrout@alum.northwestern.edu.

BEST WISHES!

Discovery Middle School PTO Scholarship

A. Personal Information Form

Applicant's Name: _____

Street Address: _____

City, State, Zip: _____

Home Phone: _____

Cell Phone: _____

Email Address: _____

I certify that the information given on this application is correct to the best of my knowledge. I also certify that the short responses and essay I have submitted are my original work.

Student Signature: _____ Date: _____

For DMS Scholarship Committee Use Only:

Applicant # _____

A. Short Responses

Copy and paste each prompt into a word document, and type your response below it. Then, print the document and include it in your application.

1. Where do you plan to earn your post-secondary education?

Apprenticeship/Vocational-Technical school, 2-year college, or 4-year college or university

2. Tell us briefly (3-5 sentences) about your post-high school plans. You might include your intended field of study, possible career plans, or specific areas of interest.

3. HONORS and AWARDS. List honors, awards, and recognitions you have received during high school along with the dates they were received.

4. EXTRACURRICULAR ACTIVITIES. List activities you have been involved with during high school to include activities affiliated with the high school (e.g., band, Robotics, etc.) as well as those not affiliated with the high school (e.g., 4-H, scouts, civic/volunteer activities, etc.). Include the years of participation, positions held, and responsibilities.

5. WORK EXPERIENCE. List work experience you've had during your high school years, both paid and unpaid. Include job title or description, duties, hours worked weekly, and beginning and ending dates.

6. ANYTHING ELSE? If there is anything you'd like the Scholarship Committee to consider or know as we review your application, please share that information.

B. Reference Form and Letter of Recommendation

Use the Reference Form on the next page to obtain a reference from a person who knows you well and is NOT a family member. Clearly print your name at the top of the Reference Form before giving it to your reference.

Your reference should also write a Letter of Recommendation to attach to the Reference Form. The letter should highlight characteristics that would make you a good candidate to receive this scholarship. Your application will NOT be considered unless we receive a Reference Form and a Letter of Recommendation.

You can turn this in yourself, or have your reference mail or hand-deliver it directly to the Penn Counseling Department (address below). It's nice to provide your reference with a stamped, addressed envelope if he/she will mail the form and letter to school. Again, please make sure your reference knows the deadline date (*end of the school day on Friday, February 28, 2020*), as late applications will NOT be accepted.

**Penn High School
College and Career Readiness Center
Attn: DMS Scholarship
56100 Bittersweet Road
Mishawaka, IN 46545**

Applicant's Name: _____

Discovery Middle School PTO Scholarship Reference Form

A. How long and in what capacity have you known the applicant?

B. Listed below are qualities encouraged at Discovery Middle School.
Please rate the student as he/she compares with peers, according to the following scale.

NB	No basis for judgement	3	Above Average
1	Below Average	4	Excellent (top 10%)
2	Average	5	Top 1% I've encountered

Qualities						
Attitude	NB	1	2	3	4	5
Integrity	NB	1	2	3	4	5
Impact ("makes a difference")	NB	1	2	3	4	5

C. Letter of Recommendation: Please draft a letter of recommendation for this student to further share why you think he/she is a good candidate. Support your case with examples and/or evidence based on your interactions with the student. Without the letter of recommendation, the application for this student will NOT be considered complete and therefore will NOT be considered in the selection process. Thank you for supporting our candidates and helping to make the selection process thorough and fair.

Reference's Printed Name: _____

Signature: _____ Phone: _____

C. Counselor Form and Transcript

Counselor Form:

Print your name on the top of the Counselor Form (on the next page). Include this form when you submit your completed application to the Penn Counseling Department. Your Counselor will fill out the form before forwarding your application to the Discovery Middle School PTO Scholarship Committee.

Transcript:

The Penn Counseling Department will provide us with your transcript.

Applicant's Name: _____

**Discovery Middle School PTO Scholarship
Counselor Form**

A. Help us get to know this student by sharing information that will be useful in the scholarship selection process.

What type of diploma will this applicant most likely earn?

- * General
- * Core 40
- * Core 40 with Academic Honors
- * Core 40 with Technical Honors

What is the applicant's current GPA? _____

Name of Counselor: _____

Briefly describe this student in context, (e.g., compared to classmates, in light of special circumstances, etc.):

B. Please attach this form, the student's transcript, and the outside Reference Form with Letter of Recommendation to this application. The outside form and letter of recommendation were to be hand-delivered or mailed to your office.

Thank you for your assistance in this process!

D. Essay

Your essay should help us get to know you. It will be scored on content and voice as well as presentation.

Essay guidelines:

- 400-500 words
- Typed
- Double-spaced
- 12 point font

Respond to one of the following prompts for your essay. Indicate which prompt you will address by typing it on the top of the first page of your essay.

1. Tell us about a “life lesson” learned during your high school years and how it influenced you.

OR

2. Tell us about a life-changing moment or event you experienced and how it impacted you.