

**WEST CONTRA COSTA RETIRED EDUCATORS  
SCHOLARSHIP FUND**

**TIMELINE UPDATED  
Due to Virtual Learning**

DATE: January 19, 2021

TO: School Site Scholarship Coordinators

FROM: West Contra Costa Retired Educators Scholarship Selection Committee  
Chairpersons – Catherine Giacalone and Patty Halonen

SUBJECT: 2021 SCHOLARSHIP APPLICATIONS - WEST CONTRA COSTA RETIRED EDUCATORS  
SCHOLARSHIP FUND

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This year's applications for the Retired Educators Scholarship Awards are available on the website at [www.wccrescholarship.org](http://www.wccrescholarship.org). Guidelines and instructions are also posted.

Your Scholarship Board Liaison will work with you on student awareness activities regarding the scholarship application. Other members of the Scholarship Committee are available to offer additional assistance to you if needed. To access this support, please contact Catherine Giacalone at [catherine\\_giacalone@yahoo.com](mailto:catherine_giacalone@yahoo.com) or Patty Halonen at [pattyhalonen@comcast.net](mailto:pattyhalonen@comcast.net).

The application form has a due date of **Friday, March 19, 2021**, for students to **email** the completed application and reference letters to their School Site Scholarship Coordinator with a **copy emailed to your school's Scholarship Board Liaison**

The Scholarship Board Liaison for your school will phone awardees no later than **Friday, April 16**. Your school will be informed of the awards as soon as possible. Each recipient will then receive an official confirming letter that will also contain an invitation to the Annual Scholarship Luncheon (**TBD**). One parent or guardian or adult representative will also be invited to attend as a guest.

Please stress to the applicants the importance of the essay in the Committee's deliberations. A well thought-out, organized essay reflecting the applicant's personality and interests, is thoughtfully considered. Readers expect correct spelling and grammatical accuracy. The essay must be in essay form, and have a *typed signature*. **Applications will be disqualified if there is not a typed signature at the end of the essay.**

It is not necessary to include a transcript. Please check and initial the accuracy of the class rank on page one of each application to ensure that the student is in the **top half of the class** at the end of the first semester. Letters of recommendation must be on school or organization letterhead, not be in envelopes, and include a **typed** signature - not initials.

Thank you for your assistance.