

## SCHOLARSHIP APPLICATION GUIDELINES & INFORMATION – 2023

1. Several scholarships will be given. In the past years, the number of the awards has varied.  
  
Applicants must be graduating seniors enrolled in the West Contra Costa Unified School District (**DeAnza, El Cerrito, Greenwood Academy, Hercules, Kennedy, Middle College, Pinole Valley, Richmond, Vista, and Adult Education**) who plan to attend a post-secondary institution of higher learning including, but not limited to: **trade school, adult school, community college, college or university**.
2. **Applicants must rank in the upper one-half of their graduating class at the end of the first semester.** This must be verified by a school staff person. **NOTE:** The class rank requirement does not apply to alternative sites: Adult Education, Greenwood Academy and Vista.
3. Awards will be based on your **typed** application which includes the following information:
  - Participation in clubs/organizations or work experience,
  - Service to the community, including family responsibilities,
  - Honors or distinctions awarded,
  - An effective written essay (**typed** - no more than two pages, 12-font, 1.5 spacing) describing your interests and current activities, as well as your plans for continuing education and career. **All essays require a typed signature.**
  - Character references (**2 letters; No More, No Less – maximum length one page, on letterhead, typed signature**).
4. **Download** the application from the website and save it to your computer. Title the application document with your name and school. Be sure to answer all of the questions on the application. Do not include a transcript. You may refer to the Scholarship Scoring Worksheet for the value of each question. Applications that fail to comply with application guidelines are subject to disqualification.
5. Applicants must **email** the **typed** completed application by **Friday, March 17** to their **School Site Scholarship Coordinator** and to their school's **Scholarship Board Liaison**. **Late applications and applications mailed to the P.O. Box will not be accepted.**
6. Every application is read and scored by three different educators. All scores are averaged and then ranked. Scholarships are awarded according to ranking based on scholarship designated criteria.
7. Final selections will be announced by **Friday, April 14**. Recipients will be notified by telephone. An official letter of notification will be mailed soon thereafter.
8. Scholarship awards will be presented to recipients at their school's Senior Awards Night. (**May 22-26**).
9. Scholarship recipients will also be recognized at the luncheon meeting of the West Contra Costa Retired Educators Association, Div. #58 **via their self-produced video introduction. (June 1)**
10. Upon receipt of an official notice of enrollment for the FALL SEMESTER, a check for the Scholarship amount will be issued. Request for payment must be **received no later than November 1, 2023**.