

WEST CONTRA COSTA RETIRED EDUCATORS SCHOLARSHIP FUND

DATE: January 17, 2023
TO: School Site Scholarship Coordinators (SSSC)
FROM: West Contra Costa Retired Educators Scholarship Selection Committee
Chairpersons –Patty Halonen and Don Wilson
SUBJECT: 2023 SCHOLARSHIP APPLICATIONS - WEST CONTRA COSTA RETIRED EDUCATORS
SCHOLARSHIP FUND

This year's applications for the Retired Educators Scholarship Awards are available on the website at 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 Patty Halonen at pattyhalonen@comcast.net or Don Wilson at jodon7916@yahoo.com.

The application form has a due date of **Friday, March 17, 2023**, for students to **email** the completed application and reference letters to their School Site Scholarship Coordinator with a **copy emailed to their school's Scholarship Board Liaison**. Letters of recommendation must be on school or organization letterhead, not be in envelopes, and include a **typed** signature - not initials.

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.**

Scholarship Board Liaisons will phone awardees no later than **Friday, April 14**. Schools will be informed of the awards as soon as possible. Each recipient will then receive an official confirming letter and the award will be handed out at the school's senior awards night.

It is not necessary to include a transcript. Once the applications are turned in, your liaison will email the list of applicants from your school, including their class rankings. You will need to confirm the rankings and send the verified list back to your liaison.

Thank you for your assistance.