

Due: March 8, 2013

ROBERT H. SKUTT SCHOLARSHIP FUND 2013



NAME: _____

KCTC PROGRAM: _____ SESSION: _____

KCTC INSTRUCTOR: _____ HIGH SCHOOL: _____

KENT INTERMEDIATE SCHOOL DISTRICT Due: March 8, 2013

The Robert Skutt Scholarship Fund shall award, on a competitive basis, scholarships to eligible students in the following KCTC programs: Accounting, Alternative Energy, Applied Construction, Automotive Technology, Aviation Maintenance Technology, Avionics – Aircraft Electronics Technology, Diesel & Equipment Technology, Engineering CAD/Site Design, Graphic Communication, Information Technology, Precision Machining and Regional Theatre. These awards are to provide financial assistance to the recipients in their pursuit of an undergraduate degree at an accredited college, university or technical school, or in pursuit of certification in an apprenticeship program. **Scholarships are to be used for student tuition and fees, and checks will be made out to each recipient and their educational institution.**

The awards are intended to constitute qualified scholarships exempt from federal income tax under Section 117 of the Internal Revenue Code of 1986, as amended. Use of the amount for purposes other than those noted above may jeopardize exempt status. If tax liability arises, it will be the sole responsibility of the recipient.

ROBERT H. SKUTT SCHOLARSHIP FUND 2013

The Robert H. Skutt Scholarship Fund will offer scholarships in an amount up to \$ 1000 to exemplary students completing programs at Kent Career Tech Center.

Eligibility:

- ✓ Applicants must have attended both semesters of the current year.
- ✓ Applicants must have at least a 3.0 grade point average in their program.
- ✓ Applicants must be program completers. (Exception: graduates completing the first year of a two-year program in their senior year).
- ✓ A KCTC staff member must sign each application.
- ✓ Applicants must be graduating from high school this academic year.
- ✓ Attendance is a consideration in awarding this scholarship.
- ✓ Applicants must be enrolled in one of the following programs: Accounting, Alternative Energy, Applied Construction, Automotive Technology, Aviation Maintenance Technology, Avionics - Aircraft Electronics Technology, Diesel & Equipment Technology, Engineering CAD/Site Design, Graphic Communication, Information Technology, Precision Machining or Regional Theatre.

Points to Consider:

- ✓ Applications must be submitted to KCTC's Main Office by 3PM on March 8, 2013 for scholarship consideration.
- ✓ Applications must be signed by a KCTC staff member.
- ✓ All recipients are expected to participate in a recognition ceremony in May 2013. More details will follow.

ROBERT H. SKUTT SCHOLARSHIP FUND 2013

STUDENT APPLICANT:

FIRST & LAST NAME:

HOME ADDRESS:

TELEPHONE NUMBER:

NAME OF APPLICANT'S HIGH SCHOOL:

NAME OF PRINCIPAL AT APPLICANT'S HIGH SCHOOL:

KCTC PROGRAM & KCTC INSTRUCTOR'S NAME:

ANTICIPATED DATE OF GRADUATION:

COLLEGE, TECHNICAL SCHOOL, OR APPRENTICESHIP PROGRAM YOU PLAN
TO ATTEND:

PART-TIME _____ FULL-TIME _____

CAREER INTERESTS (INDICATE CAREER CHOICE):

PLEASE TELL US ABOUT YOUR PARTICIPATION IN ACTIVITIES AND
POSITIONS OF LEADERSHIP (I.E., CLUBS, SPORTS, MUSIC, VOLUNTEER
WORK, WORK EXPERIENCES, ETC.) THIS IS PART OF THE SCORING
PROCESS; PLEASE DO NOT LEAVE IT BLANK.

Due: March 8, 2013

PLEASE PROVIDE A TYPEWRITTEN COVER LETTER AND RESUME (3 PAGES MAXIMUM). USE THE RUBRICS TO ASSIST YOU. STOP BY WORK-BASED LEARNING FOR ASSISTANCE.

SIGNATURE OF APPLICANT & DATE:

SIGNATURE OF STAFF MEMBER & DATE:

Skutt Scholarship Cover Letter Rubric

<i>Learning Target</i>	Advanced Above Standard	Proficient At Standard	Developing Below Standard	Beginning Well Below Standard
Spelling and Grammar - I can apply spelling and grammar guidelines to my entire cover letter	- No spelling or grammatical errors - Strong sentence structure & easy flow - Powerful word choices	1 spelling or grammatical error - Demonstrates some attention to sentence flow & structure - Good word choices	2 spelling or grammatical errors - Demonstrates little attention to sentence flow & structure - Functional word choices	3 or more spelling or grammatical errors - No attention to sentence flow or structure - Poor word choices
Format and Appearance - I can create an attractive/eye-catching letter using the business letter format	- Demonstrated knowledge of business letter format - Visually attractive/eye-catching - Proper margins, fonts & spacing	- Demonstrated some knowledge of business letter format - Visually pleasing 1 margin, font or spacing error	- Demonstrated little knowledge of business letter format - Little attention to overall appearance of cover letter 2 margin, font or spacing errors	- Did not demonstrate knowledge of business letter format - No attention to overall appearance of cover letter 3 or more margin, font or spacing errors
Header - I can incorporate all necessary information into my header	- Included all of the following information: - My contact information (name, address, phone number & email) - KCTC address and phone number - Date - Proper salutation	- Included most of the following information: - My contact information (name, address, phone number & email) - KCTC address and phone number - Date - Proper salutation	- Included some of the following information: - My contact information (name, address, phone number & email) - KCTC address and phone number - Date - Proper salutation	- Included very little of the following information: - My contact information (name, address, phone number & email) - KCTC address and phone number - Date - Proper salutation
<i>Sections of the Cover Letter</i>				
Introduction - I can clearly explain my interest in the scholarship in an engaging way	- Clearly stated interest in the scholarship - Introduction is very engaging	- Clearly stated interest in the scholarship - Introduction is interesting	- Did not clearly state interest in scholarship - Introduction is somewhat interesting	- Did not state any interest in the scholarship - Introduction does not grab reader's attention
Main Body - I can clearly explain why my qualifications match my career goal	Clear and focused explanation of how my qualifications match my career goal	Somewhat clear explanation of how my qualifications match my career goal	Unclear explanation of how my qualifications match my career goal	Did not explain how my qualifications match my career goal
Closing - I can apply all the essential elements of a conclusion to my closing paragraph	- Included all of the following elements: - Referred reader to resume - Statement of appreciation - Signature	- Included 2 of the following elements: - Referred reader to resume - Statement of appreciation - Signature	- Included 1 of the following elements: - Referred reader to resume - Statement of appreciation - Signature	Did not include a closing paragraph

Skutt Scholarship Resume Rubric

<i>Learning Target</i>	Advanced Above Standard	Proficient At Standard	Developing Below Standard	Beginning Well Below Standard
Spelling and Grammar - I can apply spelling and grammar guidelines to my entire resume	- No spelling or grammatical error - Strong sentence structure & easy flow - Used effective word choices	1 spelling or grammatical error - Demonstrates attention to sentence flow & structure - Used Standard word choices	2 spelling or grammatical errors - Little attention to sentence flow & structure - Used Poor word choices	3 or more spelling or grammatical errors - No attention to sentence flow or structure - Used Poor word choices
Format and Appearance - I can create a visually attractive, organized resume with proper formatting	- Organized/easy to read - All margins and bullet points are aligned properly - Visually attractive/eye-catching - Used consistent font styles throughout resume - Fits onto 1 page - Labeled all sections of the resume	- Somewhat organized/easy to read - Most margins and bullet points are aligned - Visually pleasing - Used consistent font styles throughout resume - Fits onto 1 page - Labeled most sections of the resume	- Divided into sections, but difficult to read - Some margins and bullet points are aligned - Little attention to overall appearance of resume - Uses a variety of font styles - Does not fit onto 1 page - Labeled some sections of the resume	- Unorganized - Margins and bullet points are not aligned properly - No attention to overall appearance of resume - Used a variety of font styles - Does not fit onto 1 page - Did not label any sections of the resume
Header - I can incorporate all necessary information into my header	Included all of the following contact information: name, address, phone number & email	Included most of the following contact information: name, address, phone number & email	Included some of the following contact information: name, address, phone number & email	Included none of the following contact information: name, address, phone number & email
Sections of the Resume				
Objective - I can clearly state my career goal	Career Goal is stated clearly	Career goal is mostly clear	Career goal is somewhat clear	Career goal is unclear or not stated
Education - I can incorporate all necessary information into the education section of my resume	- Included all of the following information: - List of schools - Locations of schools - Date of program completion/graduation from each school - Name of certificate/diploma from each school	- Included most of the following information: - List of schools - Locations of schools - Date of program completion/graduation from each school - Name of certificate/diploma from each school	- Included some of the following information: - List of schools - Locations of schools - Date of program completion/graduation from each school - Name of certificate/diploma from each school	- Included none of the following information: - List of schools - Locations of schools - Date of program completion/graduation from each school - Name of certificate/diploma from each school
Skills/Experience (work history, internships, volunteer, extracurricular activities, school experiences) - I can list experiences that have taught me valuable skills for my future career - I can describe (using strong action verbs) the skills that I have demonstrated during my experiences	- Listed 2 or more experiences - Included 6 or more skills - Started each bullet point with a strong action verb to describe skills	- Listed 1 experience - Included 5 skills - Started most bullet points with an action to describe skills	- Listed 1 experience - Included 3 or 4 skills - Started some bullet points with an action verb to describe skills	- Did not list any experiences - Included 1 or 2 skills - Did not use action verbs to describe skills