

SCHOLARSHIP NOTEBOOK INSTRUCTIONS

revised September 2019

Every Senior student planning to graduate from Port Angeles High School with a High School diploma, and interested in full-time education beyond High School (whether at a four or two year college, a vocational school or a technical school) is strongly encouraged to complete a scholarship notebook.

There are several individuals and organizations, who want to help young people reach their goals. About 95% of students that complete a notebook will get some form of scholarship.

What you will need:

- A computer** with internet access (you will need to access your PAHS google account)

Access the online scholarship notebook template through Google classroom using this code:

hqxfea0

Your (online) scholarship notebook must include the following (templates are provided for each of these):

- Page 1: Table of contents:** Please modify this example to fit your specific pages/notebook!! (see example on page 5 of this packet)
- Pages 2-3: Personal Data Sheet: USE THE TEMPLATE** – Fill in the blanks and add more lines as necessary, but please do not re-create your own page (see template on pages 6-7 of this packet). This sheet should not be more than 2 pages.
 - ✓ Your name, address and phone number - include 2x3 picture.
 - ✓ Personal information, including your parents' names, their occupations (also indicate **where** your parents work - City, Mill, Police Dept, Fire Dept., etc.) as many local employers offer scholarships for employees' children, involvement in any organization they belong to (example: Unions, Lions, Moose Lodge, inactive Armed Forces, Rotary, Kiwanis, Church etc.). You can also add organizations your grandparents belong to.
 - ✓ Elementary and Middle School(s) you attended AND the grades you attended each (example: *Hamilton K-2nd, Roosevelt 3rd, Jefferson 4th - 6th*)
 - ✓ List your activities at the High School: sports (include JV / Varsity/ Letter), Clubs, Music programs, class officer, etc. Plus activities outside school: Church, community involvement/volunteering, clubs (4H, political groups, etc.), sports, work, hobbies.
 - ✓ Indicate if you are a Running Start student, how many years and full time or part time.
 - ✓ List intended College and major. If at all possible, do not say: "Undecided." Organizations look for certain majors and/or colleges to decide if you could be a candidate for their scholarship.
- Page 4: Transcript** – your transcript will automatically be uploaded to your classroom folder after 1st semester grades are posted.
- Page 5: SAT/ACT** – save your SAT/ACT as a pdf and join with the other templates. You **do not need to use the template** (the template is just a placeholder so you know what goes where)
- Pages 6-7: Statement of Purpose:** a suggested guideline would be:

- a. Introduce yourself - tell the Scholarship Committee about yourself and your educational plans.
- b. State major emphasis during High School years, what you have accomplished, academic, automotive, business, etc.
- c. Future goals, career plans.
- d. Educational / Training plans.
- e. How you plan to finance your education.
- f. Name somebody (teacher, staff member, parent or other person) who encouraged you to pursue your education beyond High School.

Pages 8-10: Three letters of recommendation

ONE letter only from a present or former teacher. TWO letters could be from a family friend, counselor, coach, neighbor, minister. A second letter could be from a teacher if the teacher knows you outside the classroom setting (club, coach, neighbor, etc.). Save your letters as pdfs and join with the other templates. You **do not need to use the template** (this template is just a placeholder so you know where the letters go in the notebook).

Pages 11-20:

Could include: newspaper clippings, certificates, awards, examples of art work, photos, outdoor activities, community involvement, etc. (**all must be from your high school years**).

This is also a good place to include acceptance letters from colleges – if you’ve been accepted by more than one college...include all of them so donors know that you’re sought after! ☺

You could include a “thank you” page at the end of your notebook...thanking the donors for taking the time to review your notebook (maybe include another photo of yourself). Remember, you want to catch the attention of people viewing your notebook . . . so let your creative juices flow!

See your counselor, Ms. Hill in the Counseling office, or Rosalynn Rees (Rm 418 - College Success Foundation), if you have any questions.

Scholarship notebooks must be submitted online (through the Google classroom) by 11:59p.m., Friday, February 7, 2020

As part of the final submission section of your scholarship notebook (through Google):

- A release** (to allow us to include your name in the newspaper)
- A photograph (headshot)** to be used as part of the powerpoint presentation on awards night.
- Your response to the following **Sentence** (in 20 words or less):

“If a book were to be written about your life, what would be the title of your book (and why)?”

Your answer can be humorous or serious, that is up to you, however, please be **thoughtful and appropriate** with your answer. Contact Jeani Hill if you have ANY questions regarding your picture, statement or questions about your scholarship notebook in general.

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Suggestion:

Have your Statement of Purpose and/or your notebook checked by your Advisory teacher, your English teacher, Ms. Hill, or your counselor as well as your parent to make sure there are no spelling or grammar mistakes. Spell checker on your computer does not pick up all mistakes!!

Ask if you need help!! It will be a lot of work if you do it right, but it will make a difference in the long run. Be sure to check in with the Counseling Office secretary, Jeani Hill, for applications or other information regarding scholarships. Some organizations will only look at your book if you have filled out an application or written an essay in addition to your Scholarship Notebook.

Make sure to send a note of thanks to the people who write you a letter of recommendation or who help you with your notebook.

DO NOT FORGET TO ADD INFORMATION ABOUT YOUR MAJOR, OR ANY DIRECTION YOU ARE PLANNING TO TAKE AFTER HIGH SCHOOL.

If you write “undecided,” your book may not go out to certain organizations, because most of the scholarship committee groups are looking for specific majors.

For example: medical field, or environmental science, or music, or education etc. You can write more than one field if you are unsure (example: science or veterinary medicine).

TIME LINE:

September 26, 2019

College Information Night for parents and students - includes presentation about Scholarship Notebooks.

During the months of October & November 2019

Ms. Hill & Ms. Braaten will visit advisory classes to hand out Scholarship Notebook instructions and give an overview of the new online scholarship notebook process.

Wednesday, December 18, 2019

Ms. Hill & Ms. Braaten will be available during advisory in the library to answer students' questions regarding the Scholarship Notebook and the digital scholarship notebook process.

Get a pass from your advisory teacher if you want to attend.

Friday, February 7, 2020 (due by 11:59 p.m.)

Your complete scholarship notebook must be submitted online. The Google classroom will be locked at midnight. Your submission will be date-stamped with the time you submitted it.

No late notebooks will be accepted!

If you have any questions please contact:

Ms. Hill 360.565.1562

E-mail: jhill@portangelesschools.org

or

Ms. Rees 360.565.1590

E-mail: rrees@portangelesschools.org

**SCHOLARSHIP NIGHT WILL BE HELD ON
TUESDAY, MAY 12, 2020 @ 7:00PM in the PAHS Auditorium**

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High School Activities

List Activities and Dates of Participation

Activity

Dates

Community Activities

List Activities and Dates of Participation

Activity

Dates

AWARDS/HONORS

List Awards/Honors and Dates of Participation

Award/Honor

Dates

Intended College Plans

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STUDENT INFORMATION WORK SHEET

(for Letters of Recommendations)

NAME:	GPA:	DATE:
ADDRESS:	PHONE:	

When requesting a letter of recommendation from a teacher be sure to: 1) Fill this out as completely as possible and make copies of this paper before handing out. 2) Allow the teacher ten to fourteen days to complete the letter. 3) If necessary, give the teacher a self-addressed stamped envelope. 4) Write a short "Thank You" note to the person supporting you with their letter.

<i>Future Goals and Plans for your college or other post High School education / training:</i>
<i>List advanced or honors courses</i>
<i>Honors and/or Awards received</i>
<i>Special interests, hobbies, talents</i>
<i>Clubs and service organizations in High School</i>
<i>Non-School activities (church, community, employment, travel, volunteering etc.)</i>
<i>Student Government / athletics</i>