

**Riverside County Office of Education Foundation (RCOEF) Scholarship Application**

**Name and Contact Information:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Cell Phone Number \_\_\_\_\_ Home Phone Number \_\_\_\_\_ School District \_\_\_\_\_  
Email Address \_\_\_\_\_ High School \_\_\_\_\_ Date \_\_\_\_\_

**College/University Information:**

Name of College/University \_\_\_\_\_  
College/University Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Please check one:     2-Year College/University     4-Year College/University

Please check one:     Public College/University     Private College/University

**Career Goal:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have attached the following documents to complete my scholarship application packet:

- Personal Essay
- Activities/Accomplishment Résumé
- Letter of Recommendation or Scholarship Evaluation Form
- Scholarship Application
- Grade Transcripts

**Student Certification:**

I certify that the information contained in this application is true and complete. I authorize RCOEF to share this application and the contents with the RCOEF Scholarship Committee, scholarship donors and/or other screening committees. I also understand that if I am awarded a scholarship information about me may be released for publicity purposes, funding requirements, and recognition to RCOEF. I also understand that I am required to attend the scholarship awards ceremony as determined by my scholarship and/or donor.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

# **Riverside County Office of Education Foundation (RCOEF)**

## **Scholarship Application**

### **Required Information for Scholarship Packet**

The following criteria is required in order to apply for the scholarship (documentation will be needed for the scholarship application):

- Free Application for Federal Student Aid (FAFSA)
- Grade Point Average (GPA) of 2.5 (grade transcripts required)
- High School Equivalency (GED or HiSET) or High School Diploma by June 2019
- College Acceptance Letter or Enrollment Confirmation by June 30, 2019

#### **Personal Essay**

The RCOEF Scholarship application requires a personal essay. The personal essay is the most important part of your application. It will help the Scholarship Committee gain a complete picture of you. This is your chance to let the Scholarship Committee know why you feel you should be a recipient of a RCOEF Scholarship.

Be sure to include your name. Please use a font and format that is easy to read. The items you will want to include in your essay are as follows:

- Your educational and career goals
- Any life experiences which have influenced this decision
- Your anticipated role in society after your education career goals have been achieved
- How the scholarship will help you or any unusual circumstances which may affect your current financial situation
- Anything else you feel the Scholarship Committee needs to know about you in order to present yourself as the best candidate for the scholarship
- If you are a recipient of this scholarship, please state how you would “pay it forward” (help others)

#### **Activities/Accomplishments Résumé**

The Scholarship Committee would like to know about your extra-curricular activities and accomplishments. Please include your resume listing them in resume style with headings, dates, etc. For example, list honors and accolades, accomplishments, awards, community involvement, service and volunteer actions, student activities, school and club involvement, sports participation, hobbies, etc.

#### **Letter of Recommendation or Scholarship Evaluation Form**

Ask at least one individual to complete. This information needs to be completed by an individual who can attest to your current academic strength and potential for success.

Recommended sources are instructors, academic advisors, counselors, employers, clergy, or other known members of the community. Be sure to ask for the recommendation letter from a source that you know will write favorable things about you. A parent, relative, or other student are poor sources for letters of recommendation and will not be considered as valid references.

#### **Scholarship Evaluation Form**

Ask at least one individual to complete the scholarship evaluation. The attached evaluation form can be used for your scholarship application. Your Evaluation Form or Letter of Recommendation must be submitted at the same time as you submit your scholarship application package. Please allow your evaluator plenty of time for the evaluation to be completed and returned to you in time to submit with your scholarship application.

#### **Submit application and forms via email or mail to:**

Riverside County Office of Education Foundation  
Attention Ed Lewis  
P.O. Box 868  
Riverside, CA 92503  
elewis@rcoe.us

**Riverside County Office of Education Foundation (RCOEF)  
Scholarship Evaluation Form**

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**Name of Scholarship Applicant**

**To the Evaluator:** Scholarship applicants must submit an Evaluation Form when applying for scholarships from at least one qualified individual. The Evaluation form *must* include the evaluator's name, title and contact information. The Evaluation Form must be submitted by the applicant at the same time as they submit the scholarship application. Please return the Evaluation to the student in plenty of time for them to meet the deadline. **You may also write a recommendation in letter format if you choose (instead of using this form).**

1. How long have you known the student and in what capacity? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Please rate the applicant on the following in comparison with other students of the same level:

Exceptional    Above Average    Average    Below Average    No Information

- General Academic Ability
- Motivation and Initiative
- Quality of Work
- Willingness to Learn
- Imagination and Creativity
- Dependability/Responsibility
- Social Skills/Leadership Ability
- Potential to Succeed

3. Compared to other students, I would rank this applicant in the top (check one):

- 1%       5%       10%       25%       50%

4. Overall endorsement of applicant (check one):

- Highly Recommend       Recommend       Recommend with Reservations

5. Please provide additional comments about the applicant (or provide a separate page/letter):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Printed Name

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Signature

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Title

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Date

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Email Address

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Telephone Number

**Riverside County Office of Education Foundation (RCOEF)  
Scholarship Application**

**Scholarship Selection, Notification, and Recognition**

**Selection**

The information on your scholarship application is recognized to be of a confidential nature and when applying you agree that Riverside County Office of Education Foundation (RCOEF) may reveal or forward the contents of your application to the Scholarship Committee members, scholarship donors, and/or other reviewing committees.

The method of selecting recipients of RCOEF scholarships is determined by the RCOEF Board of Directors. The applications may be reviewed by a donor committee or by the RCOEF Scholarship Committee. The RCOEF Scholarship Committee is made up of Administrators and RCOEF Board and Committee members who are committed to equality and fairness for all applicants.

**Scholarship Notification**

If you are selected to receive a scholarship from RCOEF you will be notified by email to the email account indicated on your scholarship application.

**Scholarship Award Recognition**

If you are selected as a recipient, it is very important that you attend the scholarship recognition events.

**Scholarship Disbursement**

RCOEF Scholarships are disbursed to your college/university.

**Remember to Say Thank You!**

If you have been awarded a scholarship, it is because your personal qualities and abilities stood above other applicants. As the chosen recipient, sending a thank you letter confirms that the scholarship was important to you. You are a vital part of the Riverside County Office of Education family and your written expression of gratitude is a reflection on all of us at RCOE.

After you are awarded a scholarship from RCOEF, please send your thank you letter to the address listed below. Your letter will be forwarded to the donor of your scholarship.

Riverside County Office of Education Foundation  
Attention: Ed Lewis  
P.O. Box 868  
Riverside, CA 92503  
elewis@rcoe.us