



Celebrating 32 years of giving!

Student Name: _____

Vashon Community Scholarship Foundation Guidebook – Important 2018-19 Notebook Due Dates

Scholarship Notebook Commitment – Tuesday, October 23, 2018

VHS Students: 7:15-8:00 am, VHS Great Hall

Running Start/Student Link/Family Link Students: 7:00 pm, VHS Great Hall

The following are **due** at this time: (All forms provided in this Guide)

- \$20.00 materials fee – Cash or checks payable to VCSF. If financial aid is needed, contact VCSF **prior** to October 23rd.
- Signed Request for Teacher's Recommendation Letter Form (Page 7)
- Request for Community Recommendation Letter Form (Page 8)
- Authorization to Release Records Form / Signed Statement of Student Responsibility (Pages 9-10)
- Rough draft of Personal Resume page(s) in outline format (See Pages 3-4)

Completed Scholarship Notebook Turn-In – Monday, January 14, 2019

VHS Students: 7:15-8:00 am, VHS Great Hall

Running Start/Student Link/Family Link Students: 7:00 pm, VHS Great Hall

Your completed notebook in this order:

- Title Page with photo and name
- 1 or 2 page Personal Resume; include Gap Year plan/purpose if you are planning one
- Personal Essay
- 2 Signed Letters of Recommendation
- 4 one-sided Collage Pages inserted back to back in 2 plastic sleeves

Also due (students receive forms Oct 23): Student Fact Sheet and VCSF Release form

VCSF Awards Ceremony – Wednesday, May 29, 2019. Attendance for the duration of the ceremony is required.

Thank You Notes & Educational Plans Form Due – Wednesday, June 5, 2019

- Prepare one Thank You note and envelope for each scholarship award received
- Thank You notes must be in a stamped, addressed envelope, with student's return address
- Turn your completed Thank You notes and Educational Plans Form in VHS office (VCSF box)

Scholarship Monies Sent to Colleges by VCSF – July 2019

- Scholarship monies are sent to the school the student indicates on the *Education Plans* Form that's turned in with the Thank You notes. Student should verify with their school that their scholarship monies have been credited to their account.
- It is the student's responsibility to notify VCSF of any changes to their plans; Contact VCSF Treasurer: Ellen Call, Vashon.ellenCall@gmail.com
- If you change schools unused funds must be returned to VCSF before they can be sent to another school.
- Deadline for Class of 2019 students to request use of their awarded monies is July 1, 2021

- **Questions? Please contact Shirley Ferris: shirley.ferris@gmail.com**

SCHOLARSHIP NOTEBOOK ORDER OF PAGES

The actual notebook and protective plastic sheets will be given to you when your \$20 notebook fee is received on **October 23, 2018**. Your notebook must be **organized in the sequence outlined**, using the protective sheets provided. Use both front and back of each page if possible. No additional materials will be accepted. **When you turn in your notebook on January 14, 2019, it will contain the following in this order:**

TITLE PAGE -1 page that contains your name and a current photo

PERSONAL RESUME SHEET PAGE(S) – Can be 1 or 2 pages in ***outline format***. Include the following:

- **Your personal background info:** Name, address, home phone number; cell number, email address, birth date.
- **Education:** Schools you've attended / Your cumulative GPA.
- **Clubs and groups in and out of school. Include details of your involvement.**
- **Sports in and out of school with length of time played**
- **Any additional honors for distinction in academics, sports, clubs or activities**
- **Community service with description and extent of your involvement**
- **Additional interests or activities**
- **Classes you have enjoyed most during high school**
- **Most challenging classes**
- **Work experience with details of your involvement**
- **Brief description of a non-academic accomplishment**
- **Brief description of yourself to a stranger**
- **Future plans:** school options, anticipated field of study, ideas about your future career, etc.
- **References:** Names and contact information for two adults different from those writing letters for you.

TRANSCRIPT PAGE (Leave blank)

Foundation members will insert into your notebook your transcript that we receive directly from the VHS Registrar or Link Program prior to selection panel review. You are **not** required to obtain your own transcript.

PERSONAL ESSAY PAGE(S) – Can be 1 or 2 pages in length

Your essay is to help those viewing your notebook gain an understanding of who you are as a person. Do not just reiterate your personal data. This piece, read by the public, is often how prospective donors will 'know' you. Possible topics:

- Events, people or places who have influenced you and why
- A special interest, passion or challenge; what it has taught you and where it might lead you
- Your future plans & career goals, including a specific explanation of what you intend to study & why

(2) LETTERS OF RECOMMENDATION - Can be up to 2 pages each

Two letters, which ***must be signed by the individuals***. NO emails. Include letters from:

- One high school teacher
- One community member who could be a coach or mentor – NOT a second teacher unless they know you specifically as a coach or mentor. This may not be an immediate family member.

Choose the 2 individuals as soon as possible. Ask the teacher to sign the 'Request for Letter of Recommendation'. You complete the 'Letter of Recommendation by a Community Member' section. These forms are due back to VCSF on October 23, 2018.

COLLAGE PAGES – Two 2-sided pages.

A creative display of photos, newspaper clippings, your art, certificates, awards, etc.

(Use photocopies of one-of-a-kind items). **Note* Your title page photo and collage pages might be incorporated into a multi media component of the ceremony.**

Sample Personal Resume (1-2 pages)

Please use an outline format in this order:

Finn Hamsun, 222 Westside Highway SW, Vashon, WA 98070
Cell phone: 206-946-0000, Family phone: 206-463-0000, Email:
f58hamsun@uno.net
Birthdate: March 23, 2000, Seattle, WA

Education

- Crown Hill Elementary, Seattle (grades K-2)
- Chautauqua Elementary (grades 3-5)
- Harbor School (grade 6)
- McMurray Middle School (grades 7-8)
- Vashon High School (grades 9-11)
- Running Start at Seattle Central Community College (grade 12)
- Cumulative GPA to date: 3.65

Clubs and groups both in and out of school (note details)

- Explorers Program for Vashon Fire and Rescue (2 years)
- Amnesty International (3 years; co-president grade 11)
- UCC Youth Group Choir, Seattle (2 years)
- Honor Society (grade 10 - present)

Sports in and out of school (note length of time played)

- Vashon Crew, (2 years; Most Improved grade 10)
- VHS Cross Country (3 years; Most Inspirational grade 9)
- Biking (summer competitions)
- Hiking and camping (Walked across England with my family; frequent day hikes and overnights in the Cascades with friends)
- Snowboarding (grades 8-11)

Additional honors

- Rotary Exchange student to Poland (summer 2017)
- Freshman English award

Community service

- Pet Protectors Volunteer (Saturday mornings 1 year)
- UCC youth volunteer with Habitat for Humanity (spring break 2 years)
- Food bank garden work (3 weekends)

Additional interests or activities

- I play harmonica with a band called Skunk Patrol
- I repair bicycles
- I'm interested in politics (especially this year!)
- I like to read science fiction

Classes I have enjoyed the most during high school

- Freshman English
- Anthropology 101 at SCCC

Most challenging class or classes

- Math Analysis

Work experience

- Yard work for 2 families (summer, grade 9)
- Camp Burton kitchen crew (weekends, grade 12)

A non-academic accomplishment and why it was important to me:

- I helped a friend who fell hiking and broke his arm to safety. That experience showed me that I can remain calm in crisis and be resourceful as needed. I would like to get EMT training.

Describe myself to a stranger:

- I am funny, smart, energetic and enthusiastic. Math is not my strong point, but I care about people, ideas, and nature. I am the middle of 3 boys. We raise chickens and ducks, sell eggs, and recently worked together to build a new and improved coop.

Future plans:

- Attend UW or Evergreen State and maybe graduate school in international relations or law school. I would like to work in intercultural justice.

2 references with cell phone or email contact information:

- Ms. Claudia Morse, neighbor, 206-719-0000
- Mr. Ted Swanson, Fire Chief, hook&ladder@gmail.com

Helpful Hints – Read Carefully!

Our Donors and the Community Selection Panel award scholarships by matching each scholarship's criteria to a student's interests, achievements, and potential as demonstrated in their scholarship notebook. Therefore, put a lot of thought into what you say about yourself and how the pages will look to the reader. Neatness, accuracy and correct spelling make a very positive impression. **The notebook is meant to be an honest reflection of your personality, accomplishments, interests, and priorities.**

As the Donors and Community Selection Panel read many notebooks, the degree of standardization of the defined format makes the process much smoother. Ask for help whenever you need it from your teachers, counselors, scholarship foundation members, and especially your parents.

- ◆ **Meet all deadlines.** (Special arrangements may be made in extreme emergencies by immediately contacting Shirley Ferris **PRIOR** to the due date in question. Reasons for failure to meet the deadline, such as extreme weather or serious illness, must be approved by the VCSF Board.)
- ◆ **Proofread** entire notebook early to have plenty of time to make corrections. Also, ask a second person to proof. They will catch what you miss!
- ◆ Make **photocopies** of certificates, cloth letters, buttons and pins to use on the collage pages. Do not turn in originals. Try to make your collage pages reflect your personality and interests. Donors look for details relating to extra curricular activities such as music, art, gardening, animal care and community service.
- ◆ Please **do not decorate** the outside of the notebook.
- ◆ Please **do not** include additional materials, such as DVDs.
- ◆ The items you include in your notebook may be useful when making applications for college, other scholarships or employment. Consider making one **photocopy of completed notebook BEFORE** you turn in. You will not have access to your notebook after turn-in until the Scholarship Ceremony in May.
- ◆ Remember to leave a **blank page** for your transcript which will be provided by the VHS office, or Link Program.

Questions?

Please contact Shirley Ferris: shirley.ferris@gmail.com

Vashon Community Scholarship Foundation 2018-2019 Scholarship Notebook Guide
www.vashonscholarshipfoundation.org

How to Request a Letter of Recommendation From a Teacher and Community Member

1. **Prepare the Letters of Recommendation Questionnaire**, which you can find on the VHS website / Guidance / Senior Resources / Forms / Letter of Recommendation Packet. It is extremely helpful to those who will write your recommendations. Be specific about your interests, accomplishments, school and community involvement, service and personal aspirations.
2. **Choose 2 individuals** who can positively describe how you accept challenges and handle responsibilities. This may not be an immediate family member.
 - a. **Ask one teacher** for a recommendation for this notebook.
 - b. **Ask one community member** for a recommendation for this notebook.
A coach qualifies as a community member, even if they are also a teacher.
3. **Approach the individuals early** so they have ample opportunity to compose and type their letter for you. Check back to see if the letters have been completed. It is your responsibility to obtain the letters, before Christmas Break, and include them in your notebook for submission on January 14, 2019.
4. Make and keep copies of your letters of recommendation. You may want to use them again for your college applications.
5. When you request a Letter of Recommendation, you are asking a favor. An organized, courteous request makes a good impression, and a verbal thank you or a simple note will be appreciated.

BEFORE October 23, 2018

Have page 7 signed by the teacher who has agreed to write your recommendation.

Indicate on page 8 the names of community members whom you may ask to write a letter of recommendation for your notebook



VASHON COMMUNITY SCHOLARSHIP FOUNDATION

PO Box 1413, Vashon, Washington 98070

vashonscholarships@gmail.com

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**Return this form to VCSF as part of the Scholarship Notebook Commitment
on Tuesday, October 23, 2018.**

TO BE COMPLETED BY TEACHER:

Request for Letter of Recommendation from a Teacher

I have agreed to write a letter of recommendation for:

for his/her Scholarship Notebook. I understand that I can use the student's college application letter I may have written previously.

Teacher's Name (please print) _____

Teacher's Signature _____ Date: _____

Student's Name (please print) _____

Student's Cell # _____

Student's E-mail _____

Note: Only original, written letters with signatures will be accepted. Do not send anything via e-mail.



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**Return this form to VCSF as part of the Scholarship Notebook Commitment
on Tuesday, October 23, 2018.**

TO BE COMPLETED BY STUDENT:

Note: Only original letters with signatures will be accepted. Emailed letters or scans without original signatures are not acceptable.

Letter of Recommendation by a Community Member

I plan to ask one of the following individuals to write a letter of recommendation for my
Scholarship Notebook

The Community Member's Signature is NOT required on this form.

Student's Name (please print) _____

Student's Cell # _____

Student's E-mail address _____



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PO Box 1413 Vashon, Washington 98070

Authorization to Release Student Records

- As a Vashon Island School District **student**, if I am suspended or expelled from school, I hereby authorize the VISD to notify VCSF regarding my suspension and/or expulsion from school.
- As a **parent or legal guardian** of a Vashon Island School District student (though that student may be over age 18) I authorize the VISD to notify VCSF of my son/daughter's suspension and/or expulsion from school.

This information will be released by the VISD to one member of the VCSF Board who will remove the notebook from consideration and return it to the student.

Actions subject to suspension or expulsion are listed in the Vashon Island School District/Vashon High School Discipline Code. This release applies to actions occurring between **October 10, 2018 and May 29, 2019.**

_____	_____
Student Signature	Date
_____	_____
Student Name (please print)	Cell Phone #
Student E-mail _____	
_____	_____
Parent/Guardian Signature	Date
_____	_____
Parent/Guardian Name (please print)	Phone #
Parent E-mail _____	
_____	_____
2nd Parent/Guardian Signature (if living separately)	Date
_____	_____
2nd Parent/Guardian Name (please print)	2nd Phone #
2 nd Parent E-mail _____	

***We ask that both parents / guardians sign this form if living separately. Vashon Community**



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PO Box 1413, Vashon, Washington 98070

Student Responsibility Statement Form

I understand that receiving a scholarship recognizes my high school achievements, my future goals and my behavior as a responsible member of the community. I will meet all deadlines as outlined in the Notebook Guide, I will attend the Awards Ceremony in its entirety, and I will submit a written Thank You card to my donor(s). I also understand that serious misconduct* may jeopardize my chance of being selected by an organization, individual or business to receive its scholarship award.

The Student Responsibility Statement below must be signed by both the student and a parent/guardian, even if the student is over the age of 18, to acknowledge that all parties have read and understand this statement. The signed statement is due to VCSF as part of the Scholarship Notebook Commitment on Tuesday, October 23, 2018.

I have read the Student Responsibility Statement above.

Student's Name (please print)

Date

Student's Signature

Cell Phone #

Student's E-mail

I have read the Student Responsibility Statement.

Parent/Guardian's Name (please print)

Date

Parent's Signature

Phone #

Parent's E-mail

*
"Serious misconduct" is defined as actions that result in suspension or expulsion as listed in the Vashon Island School District/Vashon High School Discipline Code. This acknowledgement applies to actions occurring between October 10, 2018 and May 29, 2019.