

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

**Please check which occupational area you are applying for (only one)**

- Dental Assistant
- Nurse Assistant
- Pharmacy Technician Bootcamp
- Medical Clerical Bootcamp

<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	First Name	Middle Initial
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	City	State
<input type="text"/>	<input type="text"/>	<input type="text"/>
Cell Phone Number	Home Phone Number	Work Phone

Email address:

Career Goal:

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

- Personal Essay
- Accomplishment Resume
- Recommendation Letter
- Evaluation Form

## 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, to fulfill funding requirements, and for 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's Signature

Date

## **Additional Information for Scholarship Packet**

### ***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 or Donor know why you feel you should be a recipient of a RCOEF scholarship.

Be sure to include your name and class for which you would like to enroll in the heading. 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,
- Why have you selected School of Career Education (SCE) as your educational choice,
- 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 or Donor 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 Resume:***

The Scholarship Committee and/or Donors 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.

### ***Recommendation Letter:***

Ask at least one individual to complete a recommendation letter. This letter 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.

### ***Evaluation Form:***

Ask at least one individual to complete the scholarship evaluation. The attached evaluation form should be used for your scholarship application. Your Evaluation Form 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.

## Riverside County Office of Education Foundation ▪ Scholarship Evaluation Form

Dental Assistant   Nurse Assistant   Medical Bootcamp   Pharmacy Tech Bootcamp

Name of Applicant \_\_\_\_\_

Scholarship Applied for (circle one)

**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:

1%                  5%                  10%                  25%                  50%

4. Overall endorsement of applicant:

Highly Recommend                  Recommend                  Recommend with reservations

5. **Optional:** Please provide any additional comments about the applicant on a separate page. For example: Strengths and accomplishments, background and experiences, family responsibilities, extenuating circumstances and why you recommend this applicant for the scholarship. This will assist the committee and/or donors in evaluating this applicant.

\_\_\_\_\_  
**Printed Name/Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**E mail Address**

\_\_\_\_\_  
**Phone Number**

## **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 Education Scholarship Committee. The RCOEF Scholarship Committee is made up of a combination of School of Career Education (SCE) Faculty and/or 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 the School of Career Education (SCE) in your name.

## **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 Teresa Hyden  
P.O. Box 868  
Riverside, CA 92503