

**Discovery Middle School PTO Scholarship
Application Packet 2024**

*Do you need money for college, technical school, or an apprenticeship?
Apply for one of two \$1,000 scholarships offered by the DMS PTO.*

Eligibility:

- 2020 graduate of Discovery Middle School
- current high school senior
- continuing in post-secondary education in a college, technical school, or apprenticeship
- scholarships must be used by June 30, 2024

Judging Process:

Applicants will be evaluated on a variety of factors including academics, extracurricular activities, and an outside reference. Identifying information will be removed prior to judging so applications may be considered anonymously. All information on this application will be considered confidential, and will be used solely for the purpose of selecting scholarship recipients.

Criteria:

The scholarship application is comprised of the following:

1. Personal Information Form and Short Responses (20 points)
2. Essay (35 points)
3. Reference Form & Letter of Recommendation (25 points)
4. Transcript from Counselor (20 points)

Application Process:

Submit your completed application online, or directly to Mrs. Jensen in the PHS Counseling Center by the end of the school day on **FEBRUARY 28th**. Late or incomplete applications will not be considered. Make sure your outside reference is aware of this deadline.

Note: Once your full application & reference letter have been submitted/received, we will obtain a copy of your transcript from the Penn counselors.

If you do not attend Penn High School, please have your school counselor forward a copy of your transcript to Mrs. Jensen (jjensen@phm.k12.in.us) in the Penn High School Counseling Center or directly to the DMS PTO scholarship chairperson, Jamie Nugent, at jamieanugent@gmail.com. Please put "DMS PTO Scholarship" in the subject line.

Award Process:

Award winners will be announced at Penn's Senior Recognition Night, and then will be contacted directly with details to finalize the process. A check will be made payable and mailed directly to the college or vocational institution the student will attend. The scholarship must be used by June 30, 2024.

Application Instructions:

Note: We encourage everyone to use the Google forms for the full application process.

- DMS PTO Scholarship Application - *Sections 1-3*
- DMS PTO Scholarship Personal Reference - *Section 4*

If you choose to print the application forms, all sections should be typed, with the exception of the *Personal Information Form* and top section of the *Reference Form*.

Following is a detailed description, and instructions for each section of the application.

1. *Personal Information Form (Form A)* - Complete in full and sign. May be handwritten, but print legibly.
2. *Short Response Form* - Copy and paste each of the following six prompts into a document, and type your responses below. Then print the document and include it in your application. (No handwritten responses.)
 - a. Where do you plan to earn your post-secondary education?
(Apprenticeship/Vocational-Technical school, 2-year college, or 4-year college or university)
 - b. Tell us briefly (3-5 sentences) about your post-high school plans. You might include your intended field of study, possible career plans, or specific areas of interest.
 - c. List any honors, awards, and/or recognitions you have received during high school, along with the dates they were received.
 - d. List any extracurricular activities you have been involved with during high school. Include activities affiliated with the high school (band, robotics, etc.), as well as those not affiliated with the high school (4-H, scouts, civic/volunteer activities, etc.). Include the years of participation, positions held, and responsibilities.
 - e. List work experience you've had during your high school years, both paid and unpaid. Include job title or description, duties, hours worked weekly, and beginning and ending dates.
 - f. If there's anything else you'd like the Scholarship Committee to consider or know as we review your application, please share that information.
3. *Essay* - Should help us get to know you. It will be scored on content and voice, as well as presentation.
 - a. Essay guidelines:
 - 400-500 words
 - Typed
 - Double-spaced
 - 12 point font
 - b. Respond to one of the following prompts for your essay. Indicate which prompt you will address by typing it on the top of the first page of your essay.
 - *Option 1:* Tell us about a "life lesson" learned during your high school years and how it influenced you.
 - *Option 2:* Tell us about a life-changing moment or event you experienced and how it impacted you.

4. *Reference & Letter of Recommendation*

- a. Use the *Reference Form (Form B)* to obtain a reference from a person who knows you well, but is NOT a family member. Clearly print your name at the top of the Reference Form before giving it to your reference.
- b. Your reference should also write a Letter of Recommendation to attach to the Reference Form. The letter should highlight characteristics that would make you a good candidate to receive this scholarship. Your application will NOT be considered unless we receive both requirements.
 - If you are using the printed form, ideally, have your reference mail or hand-deliver the completed form and letter directly to the Penn Counseling Center (address below). It's nice to provide your reference with a stamped, addressed envelope if he/she will mail the form and letter to school. If necessary, you can also collect them and turn them in yourself. Again, please make sure your reference knows the deadline date as noted above, as late/incomplete applications will NOT be considered.

Penn High School
College and Career Readiness Center
Attn: DMS Scholarship
56100 Bittersweet Road
Mishawaka, IN 46545

5. *Transcript from Counselor*

- a. We will obtain a copy of your transcript from the school after your full application has been submitted/received.

Any questions may be directed to Jamie Nugent, DMS PTO scholarship chairperson, at jamieanugent@gmail.com. Please put "DMS PTO Scholarship" in the subject line.

**Discovery Middle School PTO Scholarship Application
PERSONAL INFORMATION FORM**

Applicant's Name: _____

Street Address: _____

City, State, Zip: _____

Phone Number: _____ [] mobile [] home

Cell Phone: _____

Email Address: _____

I certify that the information given on this application is correct to the best of my knowledge. I also certify that the short responses and essay I have submitted are my original work.

Student Signature: _____ Date: _____

For DMS Scholarship Committee Use Only:

Applicant # _____

Applicant's Name: _____

**Discovery Middle School PTO Scholarship Application
REFERENCE FORM**

How long and in what capacity have you known the applicant?

Listed below are qualities encouraged at Discovery Middle School. Please rate the student as he/she compares with peers, according to the following scale.

0	No basis for judgment	2	Average	4	Excellent (top 10%)
1	Below Average	3	Above Average	5	Top 1% I've encountered

Qualities

0	1	2	3	4	5	Attitude - Overall mindset, disposition, tendencies, mental strength, etc.
0	1	2	3	4	5	Integrity - Honesty and strong moral principles.
0	1	2	3	4	5	Impact - Makes a Difference

Letter of Recommendation:

Please draft a letter of recommendation for this student to further share why you think they are a good candidate. Support your case with examples and/or evidence based on your interactions with the student. Be sure to sign and date your letter.

IMPORTANT: Please refrain from using the student's name in your letter, since applications will be judged anonymously. You can use "applicant" or appropriate pronouns in place of the name as needed.

Note: Without the letter of recommendation, the application for this student will be incomplete, and therefore will NOT be considered in the selection process. If you are unable to complete your reference by the due date noted above, please inform the requesting applicant immediately.

You can return your completed reference form and letter to the scholarship applicant, or scan and email it to our scholarship committee chair, Jamie Nugent, at jamieanugent@gmail.com. Thank you for supporting our candidates and helping to make the selection process thorough and fair.

Reference's Printed Name: _____

Signature: _____ Phone: _____