



## **West Monona School Foundation Scholarship Application**

***Applications must be turned in to the school counselor by April 15.***

The West Monona School Foundation offers scholarships to the West Monona Community School graduating seniors. The number of scholarships awarded and the scholarship amounts will be based upon the investment earnings of the Scholarship Endowment, which will ensure scholarships to our future graduates.

All West Monona graduating seniors, who will be receiving a diploma and who are planning to continue their education beyond high school, are eligible to apply for these scholarships. These scholarships are not limited to two and four year colleges or universities. Any formal training program, such as a vocational school, will qualify for these scholarships.

Graduating students are invited to apply for one of the West Monona School Foundation Scholarships. The recipients will be announced at the annual awards program. Scholarship money will be sent to the graduate's school of choice in January, after the student completes the first semester of studies.

Completed applications must be submitted to the high school counselor's office by April 15<sup>th</sup> to be considered. Students are encouraged to use what they have learned during their Spartan experiences to ensure a high-quality application. The content of the application, including the required format and the quality of the writing, will be considered when the application is evaluated. **See the West Monona School Foundation Scholarship rubric.**

The application form may be found on the West Monona Foundation's website.

[www.wmschoolfoundation.com](http://www.wmschoolfoundation.com)

# West Monona School Foundation Scholarship Application

The selection committee would like you to consider this checklist BEFORE you begin. Please revisit this checklist before submitting your application.

- ✓ Read through the sections of the application *and the rubric* to understand how the committee will evaluate your application.
- ✓ Gather the necessary external requirements.
  - an official transcript from your guidance counselor
  - one letter of recommendation from a school official. Note: Give the school official a copy of SECTION VII to ensure the required components are included this letter.
- ✓ Print and complete sections I and II. Date and sign the application.
- ✓ Compose your responses for sections III through VI *in a word processing document, and label each section and follow formatting instructions*. Carefully proofread for grammar and writing conventions.
- ✓ Turn in only the required parts of this application to your guidance counselor by April 15.

***Note: It is NOT necessary that you print and include all the directions in parts III-VII, but please include the section title in your word processing document to help the selection committee review your application.***

# West Monona School Foundation Scholarship Application

(print, complete, and sign this page)

## I. Student Information

Student's Name \_\_\_\_\_  
First Middle Last

Student's Address \_\_\_\_\_

\_\_\_\_\_  
City, State Zip Code Telephone - 9 Digit

Graduation Date \_\_\_\_\_  
Month Year

## II. Academic Record

**Attach a current, certified transcript.**

Grade Point Average: \_\_\_\_\_ Rank in Class: \_\_\_\_\_ Number in Class: \_\_\_\_\_

Date when above information was compiled: \_\_\_\_\_

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Signature of Student

### III. School Activities

Create a table to list all high school activities in which you have participated and the grades in which you participated (use the numerals 9, 10, 11, 12). *If any leadership positions were held*, complete the third and fourth columns, including the leadership role, the grade when the position was held, and a description of the responsibilities for your leadership position. See example below.

School Activity	Grade(s)	Leadership Role & Grade	Leadership Responsibilities
Band	9, 10, 11, 12	1 <sup>st</sup> Chair 9, 10, 11, 12	11-12 Led band rehearsals when we had substitutes 11-12 Gave trumpet lessons to middle school players
Volleyball	9, 10, 11, 12	Team Captain 11, 12	9-12 Led drills, coached at camps, refereed youth tournament. 11-12 Mentored younger players by encouraging/modeling good performance and helping the team to be accountable for poor performance. Assisted the coaches with player selection for games.
FCCLA	9, 10, 11, 12	Chapter President 11, 12 District President 12	12 Participated in STAR event (Students Taking Action for Recognition): My project focused on focused improving literacy for children, and I earned Top Gold to advance to Nationals in July.
Wrestling Cheer leader	9, 10, 12	NA	NA
Track & Field	9, 10	NA	NA

***Note: Please add a narrative section below the table to explain any special circumstances which may have limited your participation in school activities; for example, work-related or family-related responsibilities.***

## IV. Community Service

Describe all the ways in which you, as a volunteer, have been of service to your community in general or to certain people/organizations in your community. This service may have been performed as a member of an organization or on your own as an individual.

Create a table to include the following.

- Include the grade levels during which you participated.
- Include the name of the organization connected with the service activity or whether this activity was “on your own” as an individual.
- Provide the amount of time committed and total all hours in the bottom cell.
- Provide general description of the service activity and your responsibilities.
- If you held a leadership position, complete the fifth column. Be certain to explain how you organized and/or planned any part of the service activity.

See example below.

Grade(s)	Organization Name or “On Your Own”	Time Commitment (in hours)	Description of Activity and Your Responsibilities	Leadership Position and Responsibilities
9, 10, 11, 12	FCCLA	8 hours	Decorated goody bags for the Ronald McDonald House	Shopped for the supplies and recruited & organized students to help make the goody bags
11, 12	On My Own	6 hours	Operated the scoreboard at MS volleyball games, which included watching the game to keep the score & clock.	NA
9, 10, 11, 12	On My Own	8 hours	Served drinks and food at church dinners	NA
11	NHS	2 hours	Worked table at Summer Extravaganza	Head of the Ozobot table and taught students how to program and use Ozobots
10	4-H	12 hours	Planted and watered fruit trees at Community Center (1 hour to plant & 1 hour weekly to water)	Wrote a mini grant from Monona County Extension and was awarded the grant. Took care of the trees as needed throughout the summer.
		Total = hrs.		

**Note: Please add a narrative section below the table to explain any special circumstances which may have limited your participation in community service.**

## V. Need for Financial Assistance

Indicate how you plan to finance your post-secondary education. Relate any special circumstances which have a direct bearing on your need for financial assistance.

## VI. Personal Statement

Compose a one- to two-page, single-spaced personal statement in a narrative format.

***Please avoid providing a resume-type narrative.***

Write about all of the following prompts.

- A. Describe your future educational or vocational plans. Include the following areas.
  - your career goals with personal support for your choice
  - the higher educational institution you plan to attend
- B. Provide an in-depth focus on your personal honors, awards, and/or other accolades and what you have learned as a result.
- C. Explain what you have learned from your Spartan experiences, elaborating on leadership opportunities in these experiences, that will aid you in your future endeavors.

Incorporate the following areas.

  - your school experiences including course work and extra-curricular activities
  - your work study experiences and/or work-related experiences
  - your volunteer experiences

## VII. Recommendation from School Employee

- This letter of recommendation for the West Monona School Foundation Scholarship should be composed on official school letterhead stationery and must include the employee's official title/position and signature.
- The letter of recommendation should provide information about the student using the following areas, but the recommendation is not limited to this list.
  - A. Explain how you know the student along with any unique experiences you share.
  - B. Describe the student's personal attributes, abilities, interests, study habits, dependability, and probable success in college or vocational school. Support with your personal observations and experiences.
  - C. Explain other pertinent or unusual factors which should be considered by the selection committee.

# West Monona School Foundation Scholarship Application Rubric

This document is editable. You may key in comments and/or add highlights to save each candidate's information virtually.

**Applicant's Name:**

**Career Plans:**

	Distinguished	Excellent	Satisfactory	Needs Improvement
<p><b>School Activities by Category</b>  <i>Note all activities within each category that apply, and make some sort of notation for leadership roles (e.g. team capt. or club officer, etc.)</i>  <b>Athletics:</b> Volleyball Football Basketball Wrestling Track &amp; Field Cross Country Baseball Softball Dance Cheer Golf Other  <b>Music:</b> Band Vocal Other  <b>Speech:</b> Individual Group Musical Theater/Plays  <b>Clubs:</b> Student Council Student Voice FCCLA FFA FBLA Key Club Pep Club Yearbook Other</p>	<p>Participated in <u>many</u> extracurricular activities (i.e. 5 or more activities <u>every year of high school</u>)</p> <p style="text-align: right;"><b>4 pts.</b></p>	<p>Participated in <u>many</u> extracurricular activities (i.e. 3 or 4 activities <u>every year of high school</u>)</p> <p style="text-align: right;"><b>3 pts.</b></p>	<p>Participated in <u>some</u> extracurricular activities during <u>some</u> of the years of high school</p> <p style="text-align: right;"><b>2 pts.</b></p>	<p>Did not participate in activities but explained reason for lack of participation</p> <p style="text-align: right;"><b>1 pt.</b></p>
<p><b>Leadership Roles for School Activities</b>  <i>Note: Award 2 points for multiple leadership roles with descriptions of responsibilities. Award 1 point for description of one leadership role's responsibilities.</i></p>	<p>Described responsibilities of two or more leadership roles</p> <p style="text-align: right;"><b>2 pts.</b></p>	<p>Described responsibilities of one leadership role</p> <p style="text-align: right;"><b>1 pt.</b></p>		
<p><b>Community Service</b>  <i>Students are required to complete &amp; document 4 hours of community service during each year of grades 9, 10, and 11. During the senior year, students are required to document 12 hours of community service. A total of 24 hours is required for graduation.</i></p>	<p>Participated in more than 30 hours of community service</p> <p style="text-align: right;"><b>4 pts.</b></p>	<p>Participated in 25-30 hours of community service</p> <p style="text-align: right;"><b>3 pts.</b></p>	<p>Participated in 24 hours of community service (WM School graduation requirement)</p> <p style="text-align: right;"><b>2 pts.</b></p>	<p>Did not document 24 hours of community service but explained reason for lack of hours</p> <p style="text-align: right;"><b>1 pt.</b></p>
<p><b>Leadership Roles for Community Service</b>  <i>Note: Award 2 points for <u>explaining</u> multiple leadership roles. Award 1 point for <u>explaining</u> of one leadership role.</i></p>	<p><u>Led peers</u> in 2 or more community service project(s)</p> <p style="text-align: right;"><b>2 pts.</b></p>	<p><u>Led peers</u> in one community service project</p> <p style="text-align: right;"><b>1 pt.</b></p>		

	<b>Distinguished</b>	<b>Excellent</b>	<b>Satisfactory</b>	<b>Needs Improvement</b>
<p><b>Personal Statement</b> Requested areas for this one- to two-page essay that avoided a resume format:</p> <p><b>A.</b> Higher education plans (career goals &amp; institution) <b>B.</b> In-depth focus on personal honors, awards, and/or other accolades and what was learned <b>C.</b> What was learned from the following, elaborating leadership opportunities:</p> <ul style="list-style-type: none"> <li>• course work &amp; extra-curricular activities</li> <li>• work-related experiences</li> <li>• volunteer experiences</li> </ul>	<p>Included all areas with distinguished clarification <u>and</u> has met the length requirement (one- to two-page, single-spaced) <b>5 pts.</b></p>	<p>Included all areas <u>and</u> has met the length requirement (one- to two-page, single-spaced) <b>3 pts.</b></p>	<p>Omitted one of the requested areas <b>1 pt.</b></p>	<p>Omitted two or more of the requested areas <b>0 pt.</b></p>
<p><b>Letter of Recommendation</b> Requested Areas:</p> <p><b>A.</b> Explain how you know the student along with any unique experiences you share. <b>B.</b> Describe the student's personal attributes, abilities, interests, study habits, dependability, and probable success in college or vocational school and support with your personal observations and experiences. <b>C.</b> Explain other pertinent or unusual factors which should be considered by the selection committee</p>	<p>Letter included strong references to all 3 areas <b>3 pts.</b></p>	<p>Letter included strong references to 2 areas <b>2 pts.</b></p>	<p>Letter included strong reference to 1 area <b>1 pt.</b></p>	<p>Did not adequately address any of the areas <b>0 pt.</b></p>
<p><b>Application Requirements</b> Requested Areas:</p> <p>I. Student Information II. Academic Record &amp; Transcript V. Need for Financial Assistance</p> <p>Other considerations:</p> <ul style="list-style-type: none"> <li>• formats as requested</li> <li>• uses correct writing conventions</li> </ul>		<p>Met all requirements <b>2 pts.</b></p>	<p>Did not meet one requirement <b>1 pt.</b></p>	<p>Did not meet two or more requirements <b>0 pt.</b></p>
<b>Rubric Total Points</b>				

<p><b>Tie Breaker</b> <b>Need for Financial Assistance</b> <i>Note all that apply.</i></p>	<p>Explained circumstances of financial hardship Expects no or little financial support from family Explained the need to work part time during high school years Expects some support from family Application is vague about family financial support Has received other scholarships (school counselor info)</p>
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