

Council of Chelmsford Schools

2023-2024 Scholarship Application Instructions

The Council of Chelmsford Schools will award two scholarships, in the amount of \$1,000 each, to two graduating Chelmsford High School Seniors, who plan to attend a two- or four-year college in the fall of 2024. The Council will also award \$100 to each of the Chelmsford Public Schools staff members who inspire the recipient's essays. Please read through the application instructions carefully. *Failure to follow ALL instructions or meet deadlines can result in ineligibility for scholarship consideration.*

- **Deadline:** Application and essay must be emailed to the CouncilOfChelmsfordSchools@gmail.com no later than midnight, Friday, April 12, 2024
- **Notification:** Applicants will receive email confirmation that their application and letters of recommendation have been received, as soon as all materials have been received. *If you do not receive a confirmation once you feel all your materials have been submitted, please contact us.* We will attempt to warn applicants of missing materials as soon as possible; plan some wiggle room for yourself in case your recommendation letters run late. The deadline for applications/materials is midnight, Friday, April 12, 2024.
- **Notification:** Scholarship winners will be notified approximately Wednesday May 1, 2024
- **Presentation:** Recipients and their guests, along with the highlighted staff member, will be invited to attend the last Council of Chelmsford Schools meeting of the year in May, held at 7pm in the McCarthy Middle School Library to be presented with the scholarship. Recipients will read their essay at the meeting. Currently this meeting is scheduled for Wednesday, May 15, 2024.

PLEASE INCLUDE THE FOLLOWING TO MAKE AN APPLICATION FOR THIS SCHOLARSHIP:

- 1) Essay (at least one page) typed and double-spaced. See essay guidelines below.
- 2) Two letters of character reference/recommendation from a guidance counselor, teacher, employer or a non-related adult. Letters of Recommendation must be emailed *directly* to the CouncilofChelmsfordSchools@gmail.com by midnight Friday, April 12, 2024.
- 3) Application, Essay, and Letters of Recommendation must be emailed to the CouncilofChelmsfordSchools@gmail.com by midnight Friday, April 12, 2024. *Recommendation letters should be submitted directly to the CoCS and NOT through the applicant. Transcripts are not required.*

PERSONAL ESSAY

On a separate piece of paper, please tell us which Chelmsford Public School staff member (teacher, guidance counselor, coach, etc.) has had the greatest influence on your life. How has he or she guided you academically and/or socially? Give specific examples of their influence and how it affected you.

Note: Failure to follow instructions, to supply requested documentation, or to meet the deadline, may result in ineligibility for the scholarship.

Council of Chelmsford Schools

2023-24 Scholarship Application

Eligibility: All graduating CHS seniors planning to attend a two- or four- year college in fall 2024.

Name: _____ Telephone # _____

Address: _____

Email: _____

Please answer the following. Attach an extra page, or extend the relevant section of the application form, if necessary.

What school do you plan to attend? _____

Have you been accepted? _____ Major: _____

Work experience. Attach an extra sheet of paper if necessary.

<u>Dates</u>	<u>Employer</u>	<u>Type of Work</u>	<u>Hours/Week</u>
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Volunteer and/or Community Activities (include dates) .

Attach an extra sheet of paper if necessary.

School Activities and/or Clubs (year participated)

Honors and Awards (include year received)

I give my permission for the Scholarship Committee to share my essay with the featured staff member. (Please note this permission has no bearing on consideration for the scholarship award. If

*selected as a winner, the essay **will** be read in public and shared with the featured staff member.):*
(circle one): YES NO

I certify that the information given on this application is accurate and is given with our knowledge and approval. Please sign and date below:

Applicant Signature

Date

Parent/Guardian Signature

Date