

Port Washington High School Scholarship Program

Port Washington High School Graduate - College Student

Dear Scholarship Applicant:

Our scholarship program awards scholarships primarily to graduating seniors in the Port Washington High School Class of 2020. Last year over 60 scholarships were available to previous graduates of Port High who have completed at least one and one-half years of college, and not yet earned a baccalaureate degree. We were able to award approximately \$90,000 last year! Your high school graduation date should be 2018 or prior.

The complete application is comprised of the following:

- A cover sheet with student applicant, parent, and family information (page 1)
- An extra-curricular participation checklist (page 2)
- A volunteer service participation/employment record (page 3)
- An essay, word processed or typewritten, not more than 500 words, that describes the applicant's goals and life experiences that have been influential – The essay may include an explanation of family circumstances related to financial need that the applicant would like the Scholarship Selection Committee to consider. (page 4)
- One letter of recommendation from a person **who is not** a relative, medical service provider, scholarship committee member or spouse, Port Washington-Saukville School District administrator, PWSSD staff member or coach. We suggest asking someone who can speak to your successes and contributions to college life. (Examples: employers, professors, advisors, coaches, etc.) (page 5)
- Complete transcript(s) of college coursework. In most cases the college or university records office will mail this to the address you request. It should be mailed to Port Washington High School, Attn: Scholarship Committee Chairperson, 427 West Jackson Street, Port Washington, WI 53074. The transcript(s) must be postmarked not later than February 21, 2020 deadline.

One copy of the **entire completed application** must be submitted to Ms. Hess, or Mr. Bichler in the Port Washington High School Guidance Office not later than 3:00 pm, February 21, 2020. If mailed, the application must be postmarked not later than February 21, 2020. The Scholarship Selection Committee will not consider incomplete applications in making award decisions.

Suggestions:

Proofread your entire application several times.

Consider asking another person to proofread your application. Be sure it is complete when submitted.

ESSAY – Word Processed, in **500 words or less** and **double spaced** (2); describe your goals and life experiences that have influenced you. Include any information that you would like the committee to consider as to why you as a top candidate for a scholarship (What is it about you that is unique or makes you stand out?). A separate page **MUST** be substituted in place of this form.

If you have selected a specific area of study, you may want to include information as to why you have chosen a particular field or what has helped you in some of your career decision making to this point.

PLEASE SUBMIT ON A SEPARATE PAGE!!

This page SHOULD NOT be included in the final application.



Letter of Recommendation – The letter must be from a person who is not a relative, health care provider, PWSH Scholarship Selection Committee member or spouse, Port Washington-Saukville School District administrator, PWSSD staff member, or coach. We suggest asking an employer, family friend who is not currently enrolled at Port Washington High School, clergy member, or similar person to write the recommendation. The recommendation must include the person’s name and their relationship to the applicant. A separate letter **MUST** be substituted in place of this form.

In asking for someone to write the letter, please keep in mind that it should be someone who can speak to your successes and contributions to “college life.”

The emphasis of the letter should focus on demonstration of your representation of the six pillars of Character Counts: Trustworthiness, Respect, Fairness, Responsibility, Caring, and Citizenship. The writer may focus on all or any portion of these traits.

PLEASE SUBMIT ON A SEPARATE PAGE!!

This SHOULD NOT be included in the final application!!

TRANSCRIPT – The transcript must be official. Report cards are not sufficient documentation.

College student applicants: You must request a copy of your official transcript from your college or university records office(s), or equivalent. College transcripts should be mailed to:

Port Washington High School
Attn: Mark Bichler, Scholarship Committee Chairperson
427 West Jackson Street
Port Washington, WI 53074

College students should note that copies of report cards do not provide satisfactory documentation of your academic record. You must request an official transcript. The transcript must be postmarked not later than February 21, 2020.