



## **2022 APPLICATION FOR ACADEMIC & SERVICE SCHOLARSHIP**

### Application Due Date

- Must be postmarked by March 31, 2022.
- Late or incomplete applications will not be considered.

### Qualifications and Eligibility

All applicants must fit the following criteria:

- High school senior graduating in the current academic year.
- Enrolled for fall of the upcoming academic year as a full time student in an accredited college, university, community college or trade school (must have applied to the school by the date of the scholarship application).
- Minimum GPA of 3.3.
- Currently resides in the 95118, 95120 or 95123 zip codes.

### Requirements for Application

Each applicant must complete and submit the following:

- Application form.
- School Activities form.
- Community Activities form.
- Signed Certification form.
- Two letters of recommendation.
- A sealed official copy of your high school transcript, including fall classes of the current academic year.
- A personal essay.

Each applicant must agree to the following:

- Agrees to allow the AVWC to use their names and photographs for publicity
- Agrees to attend the Almaden Valley Women's Club Scholarship and Logo Award Presentation ceremony.
- If the applicant becomes a recipient of an AVWC scholarship, they must show proof of expenditure of the scholarship amount towards university/college fees by October 1<sup>st</sup>. Failure to show proof will require the AVWC scholarship funds to be returned to AVWC.

### Application Procedure

- Fill out all forms within the "Application Deadlines" (listed on the following page).
- Obtain all other forms listed in "Requirements for Application" (above).
- Send complete application in one mailing to:  
Almaden Valley Women's Club  
ATTN: Scholarship Chair  
P.O. Box 20084  
San Jose, CA 95160
- Application must be postmarked by March, 31, 2022.
- An email will be sent acknowledging receipt of the application.
- Winners will be notified by April 20, 2022.
- Awards will be presented at the Almaden Valley Women's Club Scholarship and Logo Award Ceremony.

## Guidelines and Procedures

### APPLICATION FORM

- Fill out all blank spaces.
- Please write N/A in all appropriate spaces to ensure the form is complete.

### SCHOOL ACTIVITIES FORM

#### Activities and Clubs

- Applicants must use the page provided. If there is not enough room on the page provided, then an additional page can be attached to the form.
- List your most important student activities in chronological order. List grades you were in when active and level of involvement in the appropriate tables.
- Time must be filled out in total hours. If time spent in hours is not known to the exact number, please estimate to the best of your ability. Examples of answers that are NOT acceptable: 3 hour/week, summer, 1 month, 2 weeks, etc.

#### Awards and Honors

- List your most important academic awards/honors, grade when received, and name of organization sponsoring the award.

### COMMUNITY ACTIVITIES FORM

#### Volunteer Work

- Applicants must use the page provided. If there is not enough room on the page provided, then an additional page can be attached to the form.
- List your most important community activities in chronological order. Note if the activity is school/club sponsored. List the grade you were in while active and give a brief description of the volunteer work performed.
- Time must be filled out in total hours. If time spent in hours is not known to the exact number, please estimate to the best of your ability. Examples of answers that are NOT acceptable are: 3 hours/week, summer, 1 month, 2 weeks, etc.

#### Employment

- Please fill out employment section with name of employer(s), position/brief description of duties, start and end date of employment, and total hours spent working.

### CERTIFICATION FORM

- This form must be read in its entirety and signed/dated by both applicant and the applicant's parent/guardian. If the application is not signed, the application will be incomplete and will not be considered.

### High School Transcript

- Sealed official copy of your transcript, including fall classes of the current academic year.
- Please send a copy of the most recent transcript available.

### Letters of Recommendation

- Please provide two letters of recommendation.

### Personal Essay

- One a separate sheet of paper, please compose a personal essay describing "How Your Community Service Has Contributed to Your Personal Growth."
- Must be typewritten for a maximum of 2 pages.
- Must be double-spaced.
- Please use Times New Roman font
- 12 pt font or larger
- Margins a minimum of 1" for right and left and 0.5" for top and bottom.

# SCHOLARSHIP APPLICATION

Applicant Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Current High School: \_\_\_\_\_

## FUTURE ASPIRATIONS AND PLANS

Admissions applications have been sent to the following colleges, universities, community colleges or trade schools\*:

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Please state Major Field(s) of Study interested in or state "Undeclared".

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Please state professional or vocational aspiration(s) or state "Undeclared".

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### SCHOOL ACTIVITIES

Activities in School (i.e., sports, drama, band, etc.)	Grades Active	Level of involvement (i.e., captain, member, etc.)	Time* (hours)

Participation in School Clubs (please add short description/purpose of club)	Grades Active	Level of involvement (i.e., club officers, member, etc.)	Time* (hours)

Academic and Organization Recognition Awards and Honors	Grade-Yr Received	Organization Sponsoring the Award

\*Time spent = total amount of hours spent on activity. Please estimate when needed.

### COMMUNITY ACTIVITIES

Community Service (Mark Y or N if school/club sponsored activity)	Y/N	Grades Active	Description of Volunteer Work	Time* (hours)

### EMPLOYMENT

Employer	Position / Description	Started/Ended (mo/yr to mo/yr)	Total Hours*

\*Time spent = total amount of hours spent on activity. Please estimate when needed.

## CERTIFICATION

I/We affirm that the information contained in this scholarship application is correct to the best of my/our knowledge. I/We certify that the student will be earning a high school diploma, and will be enrolling in a full-time college program in the upcoming academic year. I/We understand that if it is proven that I/we knowingly submitted incorrect/false information and I/we received an AVWC scholarship, we will be required to return the total scholarship amount awarded to the AVWC, effective immediately.

I/We hereby authorize the Almaden Valley Women's Club to use the student's name, photograph, and biography for publicity related activities.

If I/we are the recipient of an AVWC scholarship, I/we will provide proof of expenditure of the scholarship amount towards university/college fees to the AVWC by October 1, 2022. I/We will do this by sending copies of my proof of expenditure to the AVWC at:

Almaden Valley Women's Club  
ATTN: Scholarship Chair  
P.O. Box 20084  
San Jose, CA 95160

*AVWC is required for income tax purposes to provide proof that the scholarship money was spent on its intended purpose. I/We understand and agree that it is not the AVWC's responsibility to remind me to send this information. If I do not provide this information by October 1, 2022, I/we understand and agree that I/we will be required to return the total scholarship amount awarded to the AVWC by October 15, 2022.*

_____ Student Name (Please Print)	_____ Student Signature	_____ Date
_____ Parent/Guardian Name (Please Print)	_____ Parent/Guardian Signature	_____ Date

## LETTER OF RECOMMENDATION INSTRUCTIONS

To Whom It May Concern:

You are receiving these instructions because you have been asked to write a letter of recommendation for the Almaden Valley Women's Club Academic & Service Scholarship. Recipients of these awards are students who demonstrate academic excellence as well as involvement in both school and community service. Explain why you feel this student deserves to receive our scholarship. Your letter of recommendation is not to exceed one page. Please sign, date, and include your title and contact information.

Thank you for teaching our students and helping them grow into productive young adults working for a better community. We appreciate you taking the time to write this letter of recommendation.

Sincerely,

Beth Swartz  
Scholarship Chair  
Almaden Valley Women's Club