

## Galena General Scholarship Application Class of 2012

**We use this one application for many different scholarships, so if you hope to receive money from Galena High School, you need to complete the Galena General Scholarship Application!**

**Full 5-page application on school website : <http://www.washoe.k12.nv.us/galena/>  
click on “scholarships” click on “Galena General Application”**

**Don't wait until the deadline! You need a letter of recommendation, so request it early.**

### Guidelines:

1. All information on this application MUST be TYPED. You will be able to type directly on the school website copy. You may also be able to copy the application from the website and paste it to MS Word and type it there. You can always e-mail Ms. Campbell (at [mcampbell@washoeschools.net](mailto:mcampbell@washoeschools.net)) to request a copy or you can even bring in a flashdrive to the library to copy the application and type it at home. There are typewriters available in the computer lab, library, office, Den, and room 116 for student use.
2. BY SUBMITTING THIS APPLICATION, YOU GIVE THE GALENA SCHOLARSHIP COMMITTEE PERMISSION TO REVIEW YOUR TRANSCRIPT TO SEE CLASSES, GPA, TEST SCORES, AS WELL AS YOUR DISCIPLINE RECORD FOR THE PAST YEAR. Confidentiality is assured; only the Scholarship Committee will see your application materials and these school records.
3. There are numerous other scholarships for which you can apply. Keep checking scholarship boards in English and Government classes and keep checking the Scholarship Drawer and binders in the Galena Library; these are all the most up-to-date materials. You might also try the Galena website. Different organizations have different application procedures that don't involve Galena High, so it is really up to you to track materials down if not posted here at school. Many more options available online!
4. If you are awarded a scholarship from the Galena Scholarship Committee, you must enroll in college by the fall of 2012 (or apply for an extension for one semester).
5. This Galena General application includes the following pages :  
**Item (1)** a cover page with basic information for your application plus a photo of you (use one from junior year)  
**Item (2)** a resume grid page detailing awards, involvement, community service, and honors classes  
**Item (3)** a one page essay (see topic options),  
**Item (4)** a letter of recommendation from someone who knows you well OUTSIDE of Galena High staff (an employer, community service supervisor, an adult relative, a neighbor, etc. See suggestions and guidelines for recommender to follow)  
\*\* When requesting letters of recommendation, you should put your request in writing (in a letter), provide a personal resume for your recommender to consult (like item 2 – the resume grid here), and give your writer AT LEAST one week to complete your letter.

**ALL PAGES OF THE APPLICATION PACKET MUST BE SUBMITTED, STAPLED TOGETHER (NO FOLDERS), TO THE GALENA HIGH LIBRARY NO LATER THAN 3:00 p.m., FRIDAY, FEBRUARY 17<sup>th</sup>, 2012.**

**LATE APPLICATIONS AND INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

Item 1: Cover page

**2012 GALENA GENERAL SCHOLARSHIP APPLICATION**

\*Please type this page – print each page as you finish it online (it won't "save" in progress). You can also copy and paste it from web to your program, get it by e-mail, or Re-create it if you can't use a typewriter or can't access document on the website. FORMAT: Landscape layout: top .5, bottom .4, left and right margins .6.

Applicant's Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone number: home \_\_\_\_\_ your cell phone # \_\_\_\_\_  
Social Security Number (OPTIONAL- some schools and scholarships request this) \_\_\_\_\_

**SAT / ACT SCORES: PLEASE PROVIDE A COPY OF YOUR TEST SCORES**

(We will fill this in; you print off your scores and submit them, please)

SAT: verbal \_\_\_\_\_ math \_\_\_\_\_ writing \_\_\_\_\_ ACT Cumulative: \_\_\_\_\_ Score(s) over 30 \_\_\_\_\_

**Your W.C.S.D. Schools**

Please list LOCAL schools and grade-levels you attended those schools: \_\_\_\_\_  
\_\_\_\_\_

**Educational plans:**

We will access your transcript, so there is no need for you to provide it or to list your classes. Exception: If you have taken any college courses that are not reflected on your high school transcript, please list them here and provide a college transcript (unofficial)

For next year: 1<sup>st</sup> choice School you **plan** to attend (indicate if accepted already): \_\_\_\_\_  
(OR List schools you've applied to: \_\_\_\_\_)

What is your intended major area of study and/or career field? \_\_\_\_\_

**Financial Situation** (optional):

Some scholarships ask about financial status or need. To help us make informed choices, will you please explain the following:

How many children in your family and their ages? \_\_\_\_\_

Parent(s)' occupation(s)? \_\_\_\_\_

[ Please list your own work experience on the resume grid (next page).]

**PHOTO OF YOURSELF →**

The Galena Scholarship Committee is made up of one faculty member from each department in the school, along with at least one Boosters parent (who doesn't have a senior student). These committee members are likely your former or even current teachers! We find it helps us greatly to see a photo of you – it can be just one ½ wallet from your junior year

ATTACH  
RECENT  
PHOTO  
HERE

Please scan it in or tape it here →.

Item 2: Resume Grid

**GALENA GENERAL SCHOLARSHIP APPLICATION**

We expect every applicant will show his/her contributions to Galena High School on this resume.

**STUDENT NAME** \_\_\_\_\_ This is one of the main pages we will look at for scholarship selection.  
**It must be TYPED.** Fill in as many boxes as possible; boxes you can't fill in should be left blank! Specify your Comm. Svc. w/Hours!  
 This page can be typed and printed from school website. It will not save, so be sure to print as you go.

**GALENA GENERAL SCHOLARSHIP RESUME GRID**

	Freshman Year	Sophomore Year	Junior Year	Senior Year
Student Involvement in <b>ATHLETICS</b>				
Student Involvement in <b>LEADERSHIP</b> (Offices held or run for or <u>other activities</u> where offices held)				
Student Involvement in <b>ARTS:</b> Music, Drama, Other Performing Activities				
Student Involvement in other <b>Extra-Curricular Activities like CLUBS</b> , etc. (Indicate offices held)				
<b>COMMUNITY SERVICE INVOLVEMENT</b> on-campus and off-campus: church, NHS, Youth Group, Key Club, CIA...			REQU *Total Hours: _____	IRE *Total Hours: _____
Academic and Citizenship <b>Awards Earned</b>				
<b>Employment</b> – indicate dates and duties				

**DUE IN GALENA HIGH LIBRARY NO LATER THAN 3:00 p.m., FRIDAY, February 17, 2012** \* = required for PTO Scholarships

Item 3: Essay

**GALENA GENERAL SCHOLARSHIP APPLICATION  
ESSAY**

The Galena Scholarship Committee would like to know more about you: who you are, what your priorities are, and HOW YOU WRITE. Type a **ONE**-page (maximum) essay (using a 10 – 12 font with 1” margins), explaining to the Scholarship Committee who you are. We are looking for *strong writing skills*, so please take your time with this.

It is vital that your essay **STAND OUT FROM THE CROWD**.

We already have your transcript and resume, so we know the “basics.” **DON’T REITERATE THIS MATERIAL**, please. **Instead, tell us something new and *make it interesting!***

**Topics you might consider focusing upon:**

- Write a narrative revealing your values, character.
- Explain when education “clicked” for you.
- Explain your philosophy of life.
- Narrate a personal, life-changing experience.
- Write whatever you feel is relevant to the scholarship selection committee that will make your essay stand out from the crowd.

*We really read these essays!  
Please do NOT just list what you already listed on your resume.  
Nothing “generic” please! Show us your writing skills.  
Reveal who you are and what you value through a unique story.*

Every essay is read by every committee member. We usually have 50-80 applicants. Be sure to proofread and edit your essay before turning it in.

Make your essay interesting and unique; limit your essay to **one typed page maximum**, using **10-12 Font, 1 inch margin**.

Due to Galena High Library  
NO LATER THAN **3:00 p.m.**  
**Friday, February 17, 2012**

## Item 4: Letter of Recommendation

**Student: Give bottom half to your recommender ... by FEBRUARY 1<sup>st</sup> !**

**ONE LETTER OF RECOMMENDATION IS REQUIRED from an adult OUTSIDE of Galena High School.**

The Galena Scholarship Committee would very much like to see what your employer, community service supervisor, neighbor, Scout or church advisor or other adult outside of Galena has to say about your character. Choose your recommender WISELY.

We have read excellent letters from adults detailing the following:

- A volunteer supervisor who can describe your reliability and devotion to helping others
- An activity advisor or coach who can detail your leadership abilities and dedication
- An employer or the person you babysit for often or work for now who can show your integrity and trustworthiness
- A family friend who can present details of your growth as a citizen and family member

Be sure to request your letter of recommendation IN LATE JANUARY or by FEBRUARY 1st.

You should provide your recommender with a resume of your accomplishments (like the resume grid in Item 2), so s/he can refer to specifics.

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→**DETACH HERE.** Give bottom portion, a copy of your resume, and an envelope with your name on it to your recommender ASAP **by FEB 1<sup>st</sup>.**

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**(Print student name)** \_\_\_\_\_ is requesting a letter of recommendation from you for his/her Galena High School General Scholarship Application packet.

**TO THE RECOMMENDER** Please indicate your relationship to student in your letter:  
**(Coach? Advisor? Employer? Supervisor? Neighbor? Family friend? Physician? Co-worker?)**

**PLEASE WRITE A LETTER:** The Galena Scholarship Committee asks that you please include a typed letter of recommendation for this student, detailing one or more specific examples or describing one or more specific incidents with this student to **illustrate your assessment(s) of the student's character** (integrity, honest, trustworthiness, loyalty), perseverance, dedication, potential for success in higher education. We have the student's resume and school transcript, so we are hoping your letter tells us a new aspect about the student. Please list or explain to the readers who you are and how long and in what capacity you know student. Any additional information you think is relevant is appreciated as well.

**Please seal your letter in an envelope and give it directly to the student to submit with the rest of his/her application or e-mail your letter directly to [mcampbell@washoeschools.net](mailto:mcampbell@washoeschools.net) or mail it to the high school at: Galena High School ATTN: Scholarship Dir. 3600 Butch Cassidy Way Reno, NV. 89511.)**

**Please return your letter to the student by mid- February to meet the student's scholarship deadline of 3:00 p.m. FRIDAY, February 17, 2012, at the Galena High School Library.**

Thank you for your support of this student.