

## **Custer County Educational Foundation Scholarship (CCEF) Student Application Procedures**

***Application materials are available at the CCDHS Counseling Center or Custer County Educational Foundation webpage: [miles-cityscholarships.com](http://miles-cityscholarships.com)***

### **A. Invitation to Apply:**

1. Any CCDHS graduating senior who meets the established criteria is invited to submit an application for a CCEF scholarship. Each scholarship will be a minimum of \$1,500. CCEF may increase the amount of the scholarship at their discretion.

### **B. CCEF Scholarship General Criteria:**

1. The student must have a 2.0 or above Grade Point Average (GPA).
2. The student must have attended Custer County District High School for at least 4 semesters, with preference given to those who have attended 8 semesters.
3. The student must complete and submit all parts of the application. The application must be **postmarked no later than April 10th to: Custer County Educational Foundation, PO Box 1092, Miles City, MT 59301**. The application may also be completed online, and submitted no later than April 10th. If the student submits the application online, transcripts, reference letters, and other documents must be uploaded and submitted at the same time.
4. The student must provide proof of enrollment into an approved institution of higher education (accredited university, college, community college, vocational, or trade school, or state approved registered apprenticeship) as a full time student prior to disbursement of award. The determination of what constitutes full time status will be determined by the institution of higher education or training entity.

### **C. The application consists of four (4) separate parts, each of which is objectively scored.**

1. Personal Application Form (A-1) - This provides data relative to scholarship (GPA, class rank, ACT and/or SAT score, transcripts and participation in annual Dollars for Scholarships phone-a-thon), the name of the institution you plan to attend (if known) and your planned major (if known).
2. Activities Page (A-2) – (1) List a maximum of ten (10) school and community activities you have participated in while attending CCDHS. Indicate academic and athletic awards, offices held and honors earned/received. Select those activities that have been most significant in your life; (2) Separately state your work experience.
3. Applicant typewritten Essay – A one-page maximum typed essay in which you address one of the following topics:
  - a. The most influential person in my life;
  - b. An event which influenced my life; or
  - c. A current issue relevant to either Miles City or the State of Montana

4. Two (2) completed Personal Reference forms (A-3) from people of your choice (excluding all relatives). These are important as validation of your experience and achievements relative to the traits of character, leadership, and community involvement. A separate page may be submitted in lieu of this form provided all personal qualities are addressed. **Only one reference may be from a teacher or other paid school district personnel.**

D. Applications will be screened and objectively judged by the CCEF Board of Directors. Scholarship recipients will be announced at high school graduation. The following criteria will be used to rate applications:

Maximum 40 Points      Academics – based on courses taken, Grade Point Average, class rank, test results, and academic achievement.

Maximum 40 Points      Based on involvement in school, work experience, and community activities and special awards accorded to student.

Maximum 20 Points      Based upon your typewritten essay, its content and presentation style.

Maximum 20 Points      Based on content of personal reference forms.

**Total Maximum Points – 120 Points**

# Custer County Educational Foundation Scholarship Personal Application Form A-1

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Have you participated in the Dollars for Scholarships Phone-a-thon?  Yes  No

# of Semesters Attended CCDHS: \_\_\_\_\_ Date of Graduation: \_\_\_\_\_

GPA: \_\_\_\_\_ Rank in Class: \_\_\_\_\_ ACT/SAT Score: \_\_\_\_\_

**Attach a copy of your high school transcript**

Institution of Higher Education You Plan to Attend or Other Post-Secondary Training You Plan to Pursue *(if undecided, please state so)*:

Intended Degree/Major/Area of Study *(if undecided, please state so)*:

Do you have any unusual circumstances or family hardship?  Yes  No

If so, please explain:

## Custer County Educational Foundation Scholarship Activities Form A-2

List a maximum of ten (10) school and community activities you have participated in **while in high school**. Indicate academic and athletic awards, offices held and honors earned/received. Select those that have been most significant in your life. Separately state your work experience.

	Activity	Honors or Leadership Roles	High School Years of Participation
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**Work Experience:** Indicate any work experience that has been significant to your life. (Paid or Volunteer)

	Employer and Job Duties	Length of time worked
1.		
2.		
3.		
4.		
5.		
6.		

# Custer County Educational Foundation Scholarship Applicant Reference Form A-3

Directions: The information requested on this form will be used to evaluate this scholarship application. Reference statements will be considered in the process of validating a student's personal qualities of **character, leadership and community involvement**.

---

Student's Name

---

Reference Name

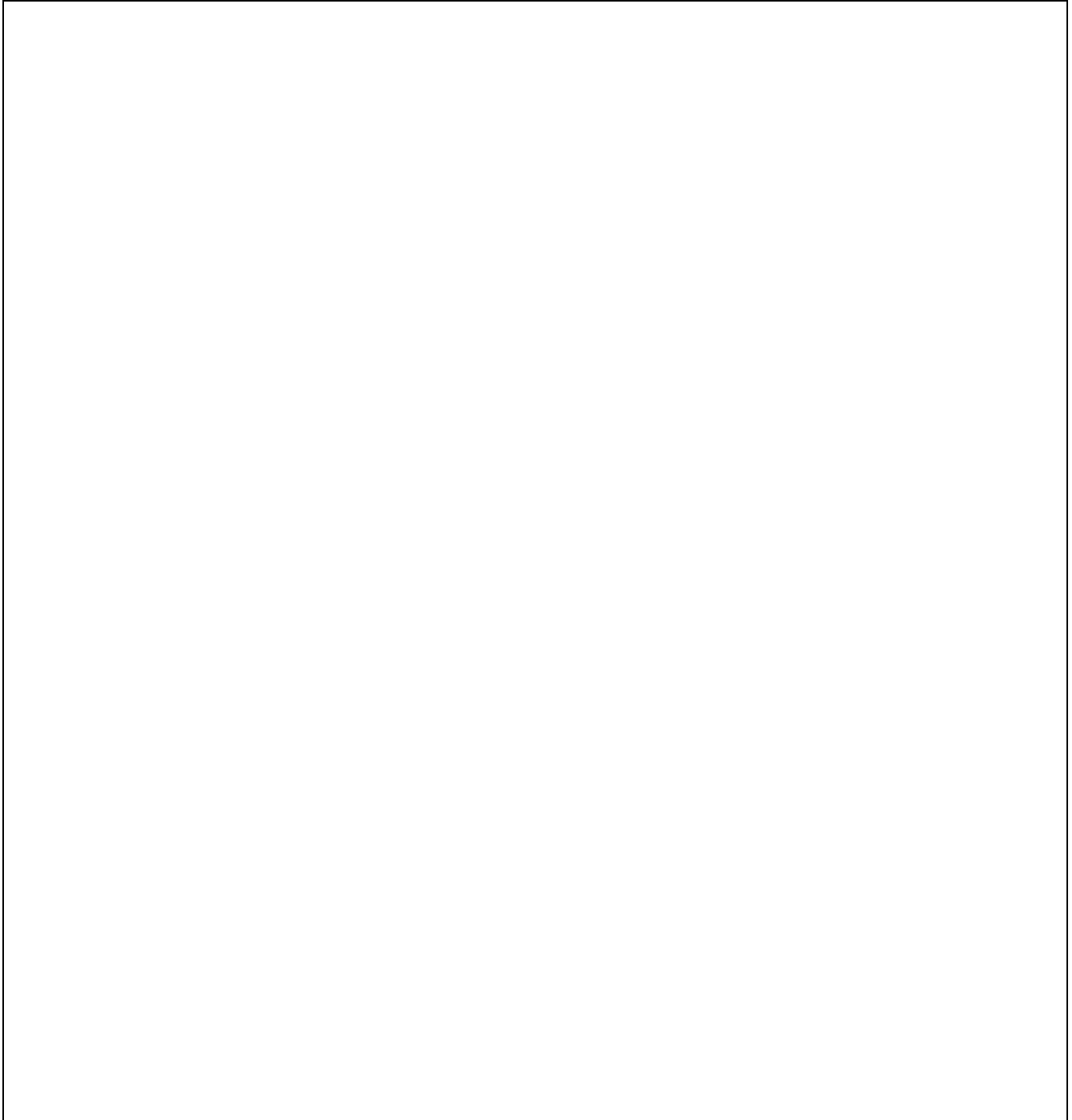
1. Briefly explain the relationship that enables you to provide reference to the above student.
2. Provide information which indicates your opinion of this student relative to each of the listed personal qualities (please provide specific examples). Use the reverse side of this page or a separate page may be submitted in lieu of this form provided all personal qualities are addressed.

Character:
Leadership:
Community Involvement

## **Applicant Typed Essay**

Please compose a one page maximum typed essay on one of the following topics (you choose):

1. The most influential person in my life
2. An event which greatly influenced my life
3. A current issue relevant to either Miles City or the State of Montana

A large, empty rectangular box with a thin black border, intended for the applicant to type their essay. The box occupies the majority of the page below the instructions.



## CCEF APPLICATION CHECKLIST

**Student Name** \_\_\_\_\_

- Personal Application Form (A-1)
- Activities Form (A-2)
- 500 Word Typed Essay
- Two Personal References (only one from a teacher or other paid school district personnel)
- High School Transcript
- Request for Scholarship Extension/Hardship Deferral Form (only if applicable – submit this form only if you will be requesting an award extension)*



## Custer County Educational Foundation Hardship Deferral or Request for Scholarship Extension

Custer County Educational Foundation Applicants: We understand life may get in the way of your attending an accredited institution within 18 months of graduation. If possible, and within reason, the Board would like to award the scholarship you earned. If approved, you would be given up to 30 months to be issued your scholarship. **If your situation is not accurately reflected in the boxes below, please indicate your situation in “other”, with further explanation in the narrative.**

I am requesting an extension to the 18-month requirement in which I am required to utilize my CCEF scholarship. Reason for the extension is:

- Military Commitment
- Religious commitment (ex. church mission)
- Personal or Family Hardship (ex. medical treatment for self or immediate family)
- Other (Please explain in detail below) \_\_\_\_\_

Please include a narrative as to why you will not utilize the scholarship award within the 18 months:

Along with this request form, supporting documentation is required, as appropriate to your reason for extension request. Examples of supporting documentation include letters of military appointment or church mission assignment, a letter or other documentation from a medical provider, etc.

I anticipate attending an institution of higher education in:

- Spring     Fall    Year \_\_\_\_\_

If an extension or hardship deferral is granted, it is the responsibility of the applicant to still complete tasks required for receipt of funds. A thank you letter should be provided to the donor during immediately following initial award notification and acceptance of exemption, and proof of enrollment will be required prior to disbursement of funds.

Please note that it is the responsibility of the applicant to inform the CCEF if circumstances change and you will attend college sooner than expected, or if you will not be attending college within the required 30-month time period.