



SCHOLARSHIP PROGRAM

PURPOSE: To award scholarships administered by the Petaluma Educational Foundation (PEF). These scholarships are available to eligible graduates of Petaluma area high schools. Individuals, families or businesses establish PEF Scholarships; their criteria are clearly stated in the Scholarship Descriptions.

INSTRUCTIONS

CRITERIA: Before applying, read the description of each scholarship carefully to determine **IF** you are eligible. Pay special attention to the following:

- **High School Eligibility:** is your high school listed?
- **Minimum GPA:** does your Academic Weighted GPA 10-12, meet the minimum required? (verify wording on transcript)
- **Requirements:** what type of college or school does the scholarship require you to attend or area of study to pursue?
- **Special Emphasis** (optional): is there a Special Emphasis that you must meet to qualify?

APPLICATION PROCESS:

Typed applications only; handwritten and/or incomplete applications **will not** be accepted. The complete application may be downloaded from www.pefinfo.com as a Word document. You may type directly into the downloaded document; hit the return key for extra lines.

A **single Application Packet** consists of 3 stapled sets of the following:

- Typed application form
- **Personal statement #1:** *Describe the world you come from – for example, your family, community or school – and tell us how your world has shaped your dreams and aspirations.*
- **Personal statement #2:** *Why are you qualified for this scholarship? Clearly state how and why you meet the scholarship/criteria requirements.*
- **Optional Essay:** Some PEF Scholarships require an additional essay. Please check carefully to determine if one is required.
- 2 Letters of Recommendations. You are required to include 2 Letters of Recommendation, one that is specific to the type of scholarship, and one that is general in nature. Letters of Recommendation may be requested from a teacher, coach, counselor, administrator, volunteer coordinator, employer or family friend. **Letters from family members will not be accepted.** Be sure to give your letter writers at least 2 weeks notice.
- Copy of unofficial transcript, dated after January 1st
- **DO NOT PUT APPLICATION IN ANY SORT OF FOLDER OR BINDER**

Scholarship applications are carefully read and a PEF Scholarship Committee selects the recipients. Notification will take place in April.

Submit complete application packet to the Scholarship Chair at your high school no later than

February 2, 2010.

Petaluma Educational Foundation, 200 Douglas Street, Petaluma, CA 94952

707-778-5063 • WWW.PEFINFO.COM • KATY@PEFINFO.COM

APPLICATION FORM

PEF Scholarship Name:

PERSONAL INFORMATION *(Additional lines may be added by using the "return" key)*

Applicant Name:	
Street Address:	
City, State, Zip:	
Telephone – home:	Telephone – cell:
High School:	
Parent's Name:	Occupation:
Parent's Name:	Occupation:
Number of siblings living at home and their ages:	
Number of siblings currently attending college	

FINANCIAL NEED *(Additional lines may be added by using the "return" key)*

Please explain your financial need or special circumstances relating to funding your education.

HIGHER EDUCATION PLANS

Academic Weighted GPA, 10-12 (unofficial high school transcript dated after January 1 st must also be provided)
What type of school do you plan to attend next year? (number in order of preference:)
____ Junior or Community College ____ State College or University ____ Trade/Vocational School
Intended field of study or proposed career:
Name(s) of school or schools to which you have applied (list in order of preference):
List all PEF scholarships you are applying for:

HIGH SCHOOL ACHIEVEMENTS

Provide information regarding **your high school experience**. Only use categories that apply.

ACADEMIC AWARDS, HONORS RECEIVED

<u>Year</u>	<u>Award/Honor</u>

ATHLETIC ACHIEVEMENTS List school sports, years of participation and any athletic honors.

<u>Year(s)</u>	<u>Sport</u>	<u>Achievement/Award</u>

SCHOOL CLUBS AND ACTIVITIES

<u>Year(s)</u>	<u>Organization</u>	<u>Member/Officer</u>	<u>Activities/Hours per week</u>

COMMUNITY SERVICE (volunteer/community activities outside of school)

<u>Year(s)</u>	<u>Organization</u>	<u>Member/Officer</u>	<u>Activities/Hours per week</u>

WORK EXPERIENCE (outside of school)

<u>Year(s)</u>	<u>Employer</u>	<u>Hours per Week</u>	<u>Duties</u>

I certify that the information in this application is true and hereby agree that in the event I receive a Foundation scholarship, my grade point average and other pertinent information can be released to the Foundation’s board of trustees, in publicity regarding Foundation activities, and to the donor.

Signature _____ Date _____



LETTER OF RECOMMENDATION FORM

This student listed below is applying for a scholarship from the Petaluma Educational Foundation. Please explain why this individual is deserving of this type of scholarship. Your letter of recommendation should be at least two paragraphs in length and no more than one page. Please complete and attach this form to your typed letter.

TO BE COMPLETED BY SCHOLARSHIP APPLICANT:

Applicant's name:
Name of PEF Scholarship:
Scholarship Type:

TO BE COMPLETED BY REFERENCE:

Name
Title/occupation
Relationship to applicant

Reference's signature: _____ Date: _____

Please return the completed form to the student for inclusion with his/her application.

Check List

Did you carefully identify and apply for only the scholarships for which you are eligible?
Please review the PEF list for each scholarship's criteria.

Does your application packet include 3 copies of the following for each scholarship for which you are applying?

- Typed Application Form
- Did you remember to sign Page 3?
- Personal Statement #1
- Personal Statement #2
- Additional Essay (if required)
- Specific Letter of Recommendation for the scholarship type
- General Letter of Recommendation
- Copy of unofficial transcript dated after January 1st

Turn your application packets to your Scholarship Chair at your high school on or before February 2nd.



**Petaluma Educational Foundation,
200 Douglas Street, Petaluma, CA 94952
707-778-5063**

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If you have questions please call or e-mail Katy Verke.