

Application Guidelines

Before you begin, review the eligibility requirements in the brochure or online to ensure you are eligible for this scholarship. The following three component scores will be used to determine scholarships awarded:

- Application/Recommendations
- Financial Resources
- Interview

1. Save the application to your computer or thumb drive FIRST so you can edit your responses as needed. DO NOT TYPE IN YOUR WEB BROWSER.
2. Complete the application. Certain input fields have character/word limits. Ensure that your answers are concise. Be sure to save your document frequently.
3. Print the completed application. If possible, print on front and back of paper.
4. Print a copy of your most recent transcript. Using a yellow highlighter, highlight the honors, AP classes, and college transfer CCC&TI classes. Underline AP classes and write “CCC” beside CCC&TI college transfer classes.
5. Carefully choose two individuals who know you well to complete the recommendation form online. You need one recommendation from each area:
 - a. A **school** staff member who knows you in the school setting, e.g. a teacher, coach, or other personnel.
 - b. A **community** member (not an immediate family member) who knows you, e.g. neighbor, church member, recreational sports leader, or employer.
6. The recommenders will save the recommendation to their computer, print the recommendation and return it to you or the guidance counselor in a sealed envelope by the date given by the school counselor.
7. Ensure everything is completed and signed. Do not submit any additional documents. Additional pages will not be considered.
8. Submit the following to the school counselor by the designated deadline:
 - a. Completed application with a **small** photo stapled to the top-right hand corner.
 - b. Recent transcript with accelerated courses highlighted & noted.
 - c. Two recommendations (school & community)

The school counselor will complete the Counselor Form and submit your application to the Coffey Scholarship Committee. **Students who are selected to be interviewed** must complete a supplemental financial information page and provide financial aid/awards letters from their school(s) of choice.

Coffey Foundation Scholarship

(Attach **small** photo on top right hand corner)

Name _____
Last
First
Middle

Home Address _____

City _____ Zip Code _____

Phone (H) _____ (C) _____ Email _____

Date of Birth _____ Age _____ Gender _____

High School Attending _____

Parent/Guardian's Name(s) _____

Choose 3 or 4 extracurricular activities in **order of importance** to you & **time spent** in activity. Note what years and in what way you participated, plus any position of responsibility you have had.

School Activities	Year				How Participated/Position
	9 th	10 th	11 th	12 th	

Community Activities	Year				Participation/Position
	9 th	10 th	11 th	12 th	

Please explain if you were unable to participate in school or community activities for any reason...such as having a job, family responsibilities, transportation challenges, etc?

Work Experience: if applicable

Company/Individual	Number of hours/week and Dates (to-from)	Position/Duties

List any honors or special recognition both in and out of school that you received **while in high school**, and the year you received the honor.

Honor	Year	Honor	Year

List any special activities, interests, hobbies, and/or talents you have, **if** not listed previously.

--

List in **order of preference** the colleges or institutions to which you have applied.

College	Location	Accepted?	Est. Cost of Attendance (COA)

What is your anticipated major? _____

What are your career interests?

--

Applicant Essay Questions

The essays need to be double-spaced, with a **maximum** of 125 words each.

Give an example of one or two of your personal characteristics or values that will contribute to your college and professional success?

Word Counter:

(You may need to click outside the essay field for this to update.)

What one experience have you had that illustrates your resourcefulness or initiative in the face of a challenge?

Word Counter:

(You may need to click outside the essay field for this to update.)

Confidential Financial Resources

Family Information:

List all parents, step-parents, and/or guardians.

Name	Age	Relationship	Employer & Job Description

Which of the individuals listed above do you live with, either full time or part time?

List others, including yourself, who live in the family household and are not included in the parent/step-parent/guardian section above.

Name	Age	Relationship	Grade in School (if applicable)

Other Resources:

FAFSA Student Aid Index _____ **SAI**

Have you applied for other scholarships, not school-specific?

How many? _____ Total amount received thus far? _____

Will you be a first generation college student at a four year college/university? _____

If there are extenuating circumstances not listed above, please explain below:

Parent Signature _____ Date _____

Academic Record

Transcript

1. Get a **most recent** transcript.
2. With a yellow highlighter, highlight the honors, AP classes, and college transfer CCC&TI classes for each year in high school. Underline AP classes.
3. Beside each of the college transfer CCC&TI classes, write 'CCC'.

Weighted GPA: _____ Class rank: _____ out of _____ students.
(List to 4th digit, i.e. 4.1862)

Will you have earned an associate degree upon graduation? _____

Achievement Tests: List **highest** score for each.

SAT: 1600 Scale		
Verbal	_____	Year
Math	_____	Year
Writing	_____	Year
Total		

ACT Scores		
English	_____	Year
Math	_____	Year
Reading	_____	Year
Science	_____	Year
Writing	_____	Year
Composite Score:		

List AP classes you have taken or will take, and scores (if available).

--

Any other information needed related to your academics? (illness, schedule conflicts, courses not offered, tragedy)

--

If you attended more than one high school, indicate below the name of the high school and the time enrolled.

Applicant's Signature _____ **Date** _____