

ATTENTION PARENT/GUARDIAN

The CCTC Foundation has a webpage on Caddo Career & Technology Center’s website to provide information about our Scholarship Program and other activities. To access the webpage, go to www.caddocareer.com, and click the CCTC Foundation link. As a possible recipient of a 2017-2018 scholarship from the CCTC Foundation, your student may be eligible to be included on the Foundation’s webpage along with photos of other recipients receiving scholarships. In addition, a printed program with photos of all recipients will be distributed. We are required to obtain your permission before publishing your student’s name, photo, video or voice. Please sign and date the authorization at the bottom of the 2017-2018 Scholarship Application form.

CHECKLIST

- ___ One copy of application—COMPLETED and SIGNED
- ___ Photo/Video Release signed by parent or guardian (bottom of application form)
- ___ Résumé
- ___ 1st Letter of Recommendation
- ___ 2nd Letter of Recommendation
- ___ 3rd Letter of Recommendation
- ___ Portfolio (see order of portfolio)
- ___ Review Do’s & Don’ts list
- ___ Check CCTC Involvement list

NOTES

The image shows the cover of a scholarship application packet. At the top, the CCTC logo is displayed against a background of yellow and white diagonal stripes. Below the logo, the text '\$2,000 SCHOLARSHIP' is prominently featured in large, 3D-style orange and white letters. Underneath this, the word 'SUCCESS' is written in white chalk on a dark grey chalkboard background, with a yellow line running through the center of the board. At the bottom of the cover, the text '2017-2018 SCHOLARSHIP APPLICATION PACKET' is written in white capital letters on a dark grey background. Below this, the CCTC Foundation logo is shown, featuring a graduation cap and stars, with the text 'CCTC FOUNDATION' and 'Serving Caddo Career & Technology Center Since 1995'. A congratulatory message follows: 'Congratulations! You are on your way and the CCTC Foundation wants to help you get there! As a graduating senior of Caddo Career & Technology Center, you are eligible to apply for a \$2,000 scholarship! The information and application contained in this packet is all you need to apply. Your hard work and efforts during your high school years will be judged against many others so carefully review the requirements and follow the recommendations. Good luck...we wish you the very best!'

**CADDO CAREER & TECHNOLOGY CENTER
SCHOLARSHIP INFORMATION
2017-2018**

PURPOSE: To assist a graduating senior who plans to pursue a **post-secondary technical education.**

AMOUNT: \$2,000 (\$1,000 for two consecutive semesters) shall be the amount set aside for the scholarship offered by the Caddo Career & Technology Center Foundation. This amount will be paid for one year only and will be payable two weeks prior to enrolling in school. One-half of the scholarship money is made payable to the college and the recipient each semester. If for any reason the student is unable to enroll in a school for the fall semester, the amount of the scholarship shall be returned to the Caddo Career & Technology Center Foundation.

APPLICATIONS: Will be provided for all **graduating** seniors at the Caddo Career & Technology Center. Applicants shall apply to the principal of the Caddo Career & Technology Center. Applicant should return **one copy of application, one copy of 7-semester transcript, career portfolio (must include résumé), and three letters of recommendation to:**

Harold Berg, Principal
Caddo Career & Technology Center
5950 Union Avenue
Shreveport, LA 71108

DEADLINE: All applications to be considered by the committee must be submitted by **February 26, 2018**. Scholarship recipients will be notified in April and officially presented at an **April 19, 2018** awards program.

QUALIFICATIONS FOR APPLICANTS

1. Applicant must be a graduating senior at the Caddo Career & Technology Center.
2. Applicant must have displayed self-discipline, good character, and positive attitude.
3. Applicant must have proven technical achievement and a **GPA of 3.0** or above in CCTC course.
4. Applicant must have proven scholastic achievement and an overall grade point average of **2.0 or above**.
5. **Applicant shall have no more than 6 unexcused absences in Caddo Career & Technology Center technical course in their senior year.**
6. Applicant cannot be in the immediate family of any member of the CCTC Foundation Board.
7. Incomplete applications will not be considered. **(Include one completed copy of the application form, one copy of 7-semester transcript, the career portfolio [must include résumé], and three letters of recommendation; one letter may be from CCTC Instructor.)**
8. Recipient must notify Mr. Terry Siegele, 516 Wilder Place, Shreveport, LA 71104, **in writing or by email, lasieg@yahoo.com (no later than August 1)** stating the name and address of the school the recipient plans to attend. Failure to do so will forfeit the scholarship.
9. Scholarship must be used during the fall semester/quarter immediately following graduation from high school to be eligible for the second half of the scholarship.
10. Scholarship recipient must be enrolled as a full-time student, attending an accredited technical school, proprietary school, community college, or four year college or university.
11. Scholarship recipient must earn a **2.0 GPA** or better as a full-time student for the first semester/quarter to use the second half of the scholarship.
12. Scholarship recipient must submit a copy of the first semester post-secondary grades to CCTC Foundation for GPA verification no later than 2 weeks after they are available. Failure to do so will forfeit the remaining scholarship.

In compliance with Title VI, Title IX and Section 504 of the Rehabilitation Act of 1973 this Educational Agency upholds the following policy: THIS IS AN EQUAL OPPORTUNITY SCHOOL AND IS DEDICATED TO A POLICY OF NON-DISCRIMINATION IN THE EMPLOYMENT OR TRAINING. QUALIFIED STUDENTS, APPLICANTS OR EMPLOYEES WILL NOT BE EXCLUDED FROM ANY COURSE OR ACTIVITY BECAUSE OF RACE, CREED, COLOR, SEX, RELIGION, NATIONAL ORIGIN, OR QUALIFIED HANDICAP. ALL STUDENTS HAVE EQUAL RIGHTS TO COUNSELING AND TRAINING.

CCTC SCHOLARSHIP PORTFOLIO RECOMMENDATIONS

Order of Portfolio:

1. Front Cover – Name and Area of Study on cover and spine of notebook.
2. Application – front cover flap
3. Table of Contents
4. Letter of Introduction (Optional)
5. Résumé
6. Letters of Recommendation (3 required), presented on letterhead stationary with original signature:
For example: Teachers and administrators from CCTC and Home School; Church, Employer or Business persons who know you. Any of these are acceptable. (Not a relative)
7. CCTC Involvement (use checklist provided). Provide supporting documentation (i.e. letter indicating Skills USA Officer).
8. Certificates of Technical Certification
9. Sample of school work with description (limit to 15 pages). Photos should have labels and description of activities.
10. Acceptance letter from chosen post-secondary school (if available).

DO'S & DON'TS

1. Do use correct spelling and proofread. Recommendation – have a knowledgeable person proofread your portfolio.
2. Don't include any documentation prior to high school.
3. Do keep it professional. Your portfolio is not a scrapbook.
4. Don't overdo - more is not necessarily better. Include all required documentation, leave out fillers.

CCTC INVOLVEMENT

(Please check activities you are involved in and include on résumé and application)

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|---|---|
| _____ Second year student | _____ Competition |
| _____ Third year student | _____ Medal in competition |
| _____ Dual Enrollment (any local college) | _____ AHEC (Area Health Professionals Summer Program) |
| _____ Two Areas of Study at CCTC | _____ AYES (Automotive Youth Education Systems) |
| _____ SkillsUSA | _____ DECA (Marketing Club) |
| _____ Certification (in area of expertise, include certificate) | _____ NTHS (National Technical Honor Society) |
| _____ Career Fair or Back to School Night Guide | _____ Club Officer |
| _____ Job Shadow (Groundhog Day) | _____ State Officer |
| _____ Student of the Quarter | _____ Other (List) _____ |

Please include all activities and awards on your résumé and application.