Name: _____   Due date: _____

<u>Scholarship Assignment</u>

The goal of this assignment is to help you learn the process used to apply for scholarship awards. When you have completed this assignment you can then choose to submit it to the Scholarship Coordinator at WATDA. This however is optional and it is NOT required!

> **<u>DO NOT</u> send anything at this time to anyone except _____**
> **<u>DO NOT</u> make an appointment for testing at this time! (If you decide to "officially" submit this application at the completion of this assignment then you will need to set up a test date.)**

Step 1) In pencil fill out the provided "Application Form" as complete as possible. Then submit it to _____. You may want to have a writing lab instructor review it before submitting.

Step 2) Print out a new "Application Form" from the following website: www.watda.org. Transfer the info from your first draft in step 1 (including recommended changes) to the new "Application Form." <u>It is highly recommended that it be typed!</u>

Step 3) Obtain a letter of recommendation from a person such as a former teacher or high school counselor, local auto or truck dealer, minister or priest, employer or neighbor. (Please do not ask your auto instructor)

Step 4) Fill out the provided "Scholarship Evaluation Form." Pretend that you are the automotive instructor who is evaluating you the student. Be honest with yourself (the scores you give will not be graded).

Step 5) Obtain a current high school transcript. This is done through the Guidance Office.

Step 6) Obtain your high school attendance record from the high school attendance office.

Step 7) Fill out the provided "Testing Release Form."

Step 8) Assemble all documents from steps 1-7 in a folder and submit to _____.

(over)

Tips:

- Neatness counts.
- Typing out everything (excluding the rough draft) is highly recommended.
- Never leave any question unanswered, if a question does not apply write N/A (not applicable).
- Answer in complete sentences when possible.

Grading:

Rough draft of "Application Form" from step 1	15 points	_____
Final draft of "Application Form" from step 2	25 points	_____
Letter of Recommendation from step 3	15 points	_____
Scholarship Evaluation Form from step 4	10 points	_____
Current High School Transcript from step 5	5 points	_____
Attendance Record from step 6	5 points	_____
Testing Release Form from step 7	5 points	_____
Overall neatness and organization	20 points	_____

Total   **100 points**   _____