

HARRY J. BROWN

SCHOLARSHIP AWARD APPLICATION

TO ALL INSTRUCTORS:

1. Each instructor may submit only one (1) candidate.
2. Applications must be submitted by **April 2, 2007**.
3. *Only students from the following shops are eligible for this award:*

Auto Body	Diesel Truck Technology	Masonry
Automotive Tech.	Drafting and Design	Pastry Arts
Carpentry Tech.	Electrical Technology	Plumbing/HVAC
Cosmetology	Health Careers Tech.	Visual & Broadcast Tech.
Culinary Arts	Industrial Machine Tech.	Welding Tech.

4. Applicants must be going on to further education.
5. A copy of each applicants' application form and resume shall be available for each member of the Selection Committee.

Each teacher shall provide five (5) copies and the original application form and resume, to the Guidance Dept. on or before the deadline date.

In accordance with local policy, established 5-19-77, it is time to inform seniors about the ***Harry J. Brown Scholarship***.

6. The Scholarship (\$1,000) will be awarded to one (1) student.

SCHOLARSHIP INFORMATION:

7. The scholarship will be awarded directly to the post-secondary institution upon your successful completion of your first semester. (Successful completion means earning a C or higher on each of the courses you complete.) Please submit your transcript of your first semester grades to the Guidance Office at the CTC and the teachers' association treasurer will forward a check to the post-secondary institution you are attending.
8. All applicants must complete the application, submit a resume, and be willing to be interviewed by the Selection Committee.
9. Applicants will best display those qualities which Harry Brown sought to develop in students during his teaching career, including (but not limited to) discipline, respect, courage, honesty, pride in craftsmanship and an appreciation of the work ethic.

Scholarships will be awarded regardless of applicant's race, color, creed, religion, sex, sexual orientation, ancestry, national origin, handicap or disability.

HARRY J. BROWN SCHOLARSHIP AWARD

APPLICATION PROCEDURES:

1. Applications shall be given to each instructor by the guidance department at least three weeks before deadline date for application return.
2. Applicant shall be a senior student selected by the instructor and who has applied to post-secondary education.
3. Each instructor shall submit only one applicant for consideration.
4. Applicant shall submit his/her resume with completed application form to his/her instructor before the deadline date. The resume as well as completed application form will be rated by the committee.
5. Instructor will review the application and make any relevant comments regarding applicant as required. **NOTE:** Instructor comments are an important part of the selection process. Please take time to fill this section with care.
6. Instructor shall explain any absences of applicant in excess of eight to this point in the school year.
7. Instructor shall inform the applicant that he/she must be willing to be interviewed for award. The date, time and location of this interview shall be given to the instructor as soon as possible by the Scholarship Committee. It shall be the APPLICANT'S responsibility to attend the interview prepared and on time. The interview will be run similar to a job interview, thus the applicant should prepare and dress accordingly.
8. The completed application form and resume shall be given by the instructor to the Guidance Dept. on or before the deadline date. The Guidance Dept., at their discretion need not accept any late applications. The Guidance Dept. shall log in all applications received on a written list. The applications shall be logged in by applicant name, shop and instructor name. After the deadline date the Guidance Dept. shall give all applications to the Scholarship Committee for review.
9. The Scholarship Committee shall choose the Selection Committee, which shall be responsible for the interview and selection of the recipient of the award.
10. The Selection Committee shall use a rating form during the selection process, to assist them in making the final selection of the award winner.
11. Applicants will be rated on:

Application Form And Resume

Teacher Comments

Presentation Of Applicant During Interview

Answers Given By Applicant To Interview Questions

12. Once a final selection has been made by the Selection Committee, the name of the winners shall be given to the Guidance Counselor, who shall keep the name of the winner secret until the award is presented during end of year Awards Ceremony. The Scholarship Committee shall destroy all applications, notes and resumes of all applicants.
13. A copy of each applicants' application form and resume shall be available for each member of the Selection Committee.

Each teacher shall provide five (5) copies and the original application form and resume, to the Guidance Dept. on or before the deadline date.

