

OUTSTANDING SENIOR OF THE YEAR

TO ALL INSTRUCTORS:

1. Each instructor shall submit only one (1) applicant for consideration.
2. Application must be submitted by April 2, 2007.
3. A copy of each applicant's application form shall be available for each Member of the Selection Committee.
 - a. Each teacher shall provide five (5) copies and the original application form to the Guidance Department on or before the deadline date.

In accordance with local policy, it is time to consider candidates for "OUTSTANDING SENIOR OF THE YEAR":

Candidates should possess outstanding qualities, which will reflect the type of students we want to represent our school as the Career & Technology trained workers in the world of work.

An award will be given to the senior student(s) selected by the Selection Committee. Winners will also have their names inscribed on the plaque in the lobby.

If you have a qualified applicant, who reflects all the desirable qualities, please submit a completed background sheet to the Guidance office, no later than April 7, 2006.

CRITERIA RECOMMENDED:

1. Must be a senior.
2. Grades (both Career & Technology Center and the Home School).
3. Career & Technology Center attendance.
4. Club participation (if any).

***USE REVERSE SIDE FOR INFORMATION ON THE CANDIDATE.**

****APPLICATION MUST BE COMPLETED BY THE CANDIDATE.**

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

OUTSTANDING SENIOR OF THE YEAR AWARD

APPLICATION PROCEDURES:

1. Applications shall be given to each instructor by the guidance department at least three weeks before the deadline date for application return.
2. Applicant shall be a senior student selected by the instructor for consideration for the award.
3. Each instructor shall submit only one applicant for consideration.
4. The applicant shall complete the application in detail. The application will be rated by a Selection Committee during the selection process.
5. Applicant shall submit his/her application form to their instructor before the deadline date. The complete application form will be rated during the selection process.
6. The 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 out the section with care.
7. Instructor shall explain any absences of the applicant in excess of eight to this point in the school year.
8. The instructor shall inform the applicant that he/she must be willing to be interviewed for the 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.
9. The completed application form 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 Scholarship Committee for review.
10. The Scholarship Committee shall choose the Selection Committee, which shall be responsible for the interview and selection of the recipient of the award.
11. The Selection Committee shall use a rating form during the selection process, to assist them in making the final selection of the award.
12. Applicants will be on rated on:

Application Form

Teacher Comments

Presentation Of Applicant During Interview

Answers Given By Applicant To Interview Questions

13. 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 at the end of the year Awards Ceremony. The Scholarship Committee shall destroy all applications and notes of all applicants.
14. A copy of each applicant's application form shall be available for each Member of the Selection Committee.
15. Each teacher shall provide five (5) copies and the original application form, to the Guidance dept. on or before the deadline date.

**CAREER INTENTIONS:
(WORK, SERVICE, FURTHER EDUCATION, ETC.)**

FOR INSTRUCTOR USE ONLY

INSTRUCTOR COMMENTS:
