

## James D. Branscum

### Scholarship Application Guidelines

Dr. James Branscum served as Metro Tech's Superintendent for thirteen years. Under his leadership Metro Technology Centers transformed its culture, its leaders and the environment in which its students learn. Under Dr. Branscum's leadership, the organization focused strongly on **CHARACTER FIRST**, and assisted its students in understanding that career success was incomplete without strong moral and character attributes in the individual. These traits are critical for students to succeed, and they are highly desired by employers.

This award is provided in honor of the strong character traits Dr. Branscum demonstrated on a daily basis, and the strong character traits that he encouraged in everyone who came in contact with him, be it a student, a faculty member, or a member of our Board of Education.

This award looks primarily at the character of the individual applicant. It is awarded for outstanding character in the classroom, workplace and community and is the highest award bestowed by the Metro Tech Foundation. (See a list of Character First traits at the end of this packet as a reference.)

### Procedure

1. The scholarship is available to Metro Tech students **COMPLETING** a career major in **the current school year** who desire to further their education or begin their career.
2. All scholarship materials must be mailed together in one envelope. This includes letters of reference, transcript, etc. **DO NOT STAPLE OR USE PAPER CLIPS. Incomplete applications will not be considered.**
3. All applications must be typed, word-processed, or written in legible handwriting. All applications must be complete for acceptance and review by the Metro Technology Centers Foundation, Inc.
4. All applications are to be submitted by the student applicant and mailed directly to:  
  
Metro Tech Foundation - Springlake Campus  
Economic Development Center  
1700 Springlake Drive, Oklahoma City, Oklahoma, 73111-5200  
(405) 595-4415
5. Completed application packets are **due IN THE FOUNDATION OFFICE no later than 4:30PM WEDNESDAY, MARCH 29, 2017** for consideration. **Late application packets will not be accepted.**
6. The Metro Tech Foundation's Grants Committee will make the final decision on scholarship awards. Scholarship recipients will be notified by April 7, 2017.
7. **A check for the monetary scholarship will be presented to the student at the Metro Tech Foundation Spring Luncheon at 11:30 – 1:00pm on Wednesday, April 26, 2017.**
8. One \$2,000.00 scholarship will be awarded.



# James D. Branscum

## Scholarship Application Form

PRINT IN INK

CHECK ONE:

- High school student
- Adult student

NAME:  CTSO DIVISION:

HOME ADDRESS:

HOME/CELL PHONE:  E-MAIL:

NAME OF CAREER MAJOR ENROLLED:

DATE OF EXPECTED COMPLETION:  MONTH  DAY  YEAR

HIGH SCHOOL NAME:

HIGH SCHOOL ADDRESS:  CITY  STATE  ZIP

INSTRUCTOR NAME:

DEFINE YOUR CAREER OBJECTIVE (Be specific.)

1. Scholarship application packet must include the following for consideration:

- CURRENT METRO TECH "PLAN OF STUDY"
- REFERENCE FORM IN SEALED ENVELOPE
- CURRENT RESUME THAT INCLUDES:
- APPLICATION PERSONAL STATEMENT FORM

- Employment History
- Educational Activities and Recognition Activities including: school organization memberships, offices held, awards and honors, CTSO activities and leadership involvement.
- Certifications completed as a student at Metro Technology Centers that are applicable to your chosen profession.
- Community involvement and service activities, volunteer experiences, etc.

I confirm that the data on this application is accurate

\_\_\_\_\_  
Instructor Signature                      Date

If I am awarded a scholarship, Metro Tech and/or the Foundation may use photos/videos taken of me in press release or Marketing purposes

\_\_\_\_\_  
Student Signature                      Date



1900 Springlake Drive • Oklahoma City, Oklahoma 73111-5238 • 405.595.4415 • www.metrotech.edu/foundation

## James D. Branscum

Scholarship Application Form  
Personal Statement Sheet

**Personal Statement** - Please use this page or attach a one-page statement to include the following information:

1. What the importance of Good Character in the workplace (or classroom) means to you. (See “Character First Traits” list included.)
2. Describe your career goals and why having good character will help you achieve your goals.
3. Discuss three Character First Traits (see list) that best describe you and why.

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I attest that my Personal Statement is true. \_\_\_\_\_  
Student Signature                      Date



# James D. Branscum

Scholarship Application – Request for Reference Form  
(To be completed by Employer, Site Administration or Instructor)

**PLEASE RETURN THIS COMPLETED RECOMMENDATION TO THE APPLICANT IN A SEALED ENVELOPE PRIOR TO DEADLINE OF MARCH 29, 2017. THE APPLICANT MUST THEN SUBMIT IT TO METRO TECH FOUNDATION BY THE DUE DATE IN ORDER TO BE CONSIDERED. A SEPARATE LETTER IS NOT REQUIRED.**

Applicant Name:  Date:   
(Please Print)

**CONFIDENTIAL REFERENCE:**

Please complete the following reference form based upon your association with the applicant listed above. **Please complete all information requested below or the reference cannot be considered.** This reference will be considered confidential and will be kept secured. Please check the box which best describes the individual for each of the dimensions.

Dimension	Outstanding	Above Average	Average
Leadership Abilities			
Interpersonal Skills			
Integrity			
Personal Motivation			
Treatment of others			

Please describe two Character Traits you have observed in the applicant and how these traits will impact their future.

Please explain in what capacity you have been associated with the applicant. Any comments you feel are pertinent to the potential success of the application in his/her program at Metro Technology Centers is appreciated.

**REFERENCE INFORMATION: (Please Print)**

Name:  Title:   
Employer  Site Administration  Instructor

Company Name:

Address:  Phone:

Total Rating:  James D. Branscum Scholarship Reference

**James D. Branscum**  
Scholarship Application  
**Character First Traits**

Alertness	Endurance	Obedience
Attentiveness	Enthusiasm	Orderliness
Availability	Faith	Patience
Benevolence	Flexibility	Persuasiveness
Boldness- (Courage)	Forgiveness	Punctuality
Cautiousness	Generosity	Resourcefulness
Compassion	Gentleness	Responsibility
Contentment	Gratefulness	Security
Creativity	Honor	Self-Control
Decisiveness	Hospitality	Sensitivity
Deference	Humility	Sincerity
Dependability	Initiative	Thoroughness
Determination	Joyfulness	Thriftiness
Diligence	Justice	Tolerance
Discernment	Loyalty	Truthfulness
Discretion	Meekness	Virtue
		Wisdom



# James D. Branscum

## Scholarship Application Rating Sheet

(75 point minimum to be considered)

**Please do NOT complete or send as part of the application.**

This form will be used to rate your application as part of the final selection process.

- |  |  |  |                     |                      |
|--|--|--|---------------------|----------------------|
| 1. <b>CURRENT METRO TECH “PLAN OF STUDY”:</b> 5 points maximum   |  |  | 5 points            | <input type="text"/> |
| • Grades and Progress  |  |  |                     |                      |
| 2. <b>CURRENT RESUME:</b> 30 points maximum  |  |  |                     |                      |
| <i>Because each student is unique, their resumes will reflect different areas of talent. The maximum points awarded will be 30, but many students will have more points in this area. We commend that level of commitment to one’s future.</i> |  |  |                     |                      |
| • CTSO Leadership and Activities   |  |  | 5 points            | <input type="text"/> |
| • Quality of educational activities, clear evidence of leadership, responsibility and commitment   |  |  | 10 points           | <input type="text"/> |
| • Character Traits evident in Resume   |  |  | 15 points           | <input type="text"/> |
| • Quality, quantity, duration and impact of community service activities   |  |  | 10 points           | <input type="text"/> |
| 3. <b>REFERENCE:</b> 30 points maximum   |  |  | 30 points           | <input type="text"/> |
| 4. <b>PERSONAL STATEMENT:</b> 35 point maximum   |  |  |                     |                      |
| <i>Statement is evaluated as follows:</i>  |  |  |                     |                      |
| • Importance of character traits in workplace/classroom  |  |  | 7 Points            | <input type="text"/> |
| • Importance of character for career goals as described by   |  |  | 7 Points            | <input type="text"/> |
| • Statement of three character traits  |  |  | 15 Points           | <input type="text"/> |
| • Grammar, spelling, sentence stricter, and essay length   |  |  | 6 Points            | <input type="text"/> |
|  |  |  | <b>TOTAL POINTS</b> | <input type="text"/> |

Comments:


## IS YOUR APPLICATION COMPLETE?

### CHECK LIST

Please take the time to make sure you have completed your application by filling in ALL blanks and including all required documents. Use the list below to double check that your application packet is complete before submitting. If you forget to include anything, you will not be able to submit it later:

- Have you completed your application in ink?
- Have you completed ALL sections? (Incomplete applications will not be considered.)
- Have you included ALL documents required? (Missing documents will render your application incomplete.)
  - Reference letter
  - Current Metro Tech "Plan of Study"
  - Current Resume (if required)
  - Personal statement
- Have you signed your application and personal statement?
- Has your instructor (employer, clergy, etc.) signed your application and reference statement/letter?
- Are you submitting your application packet by or before the due date?

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***Incomplete applications will not be considered. (Blank lines, missing documents or signatures will render your application incomplete.) Late applications will not be accepted.***