

## Mark Vincent Memorial Scholarship Application Guidelines

Dr. Mark Vincent served as Metro Tech's Chief Officer of Institutional Research prior to his untimely death in August of 2009. Among his many other accomplishments in life, he was a veteran of the U. S. Air Force and he excelled in his business skills and knowledge. This scholarship is weighted toward need and rewards highly motivated students pursuing continuing education at a career tech, a public college or university in the areas of Aviation or Business.

### Procedure

1. The scholarship is available to high school GRADUATING SENIORS in **current school year** from the **Metro Career Academy (MCA)** who desire to further their education in the areas of **Aviation** or **Business** at a **career tech, public college** or **university**.
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.  
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
4. Completed application packets are **due IN THE FOUNDATION OFFICE no later than 4:30 PM WEDNESDAY MARCH 29, 2017** for consideration. **Late applications will not be accepted.**
5. The Metro Tech Foundation's Grants Committee will make the final decision on scholarship awards. Scholarship recipients will be notified by April 07, 2017.
6. **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.**
7. Based on applications received, up to two scholarships in the amount of \$1,000.00 each will be awarded

## Mark Vincent Memorial Scholarship Application Form PRINT IN INK

NAME:  High school student?  Yes  No

NAME OF CAREER MAJOR ENROLLED:

DATE OF GRADUATION: Month  Day  Year

CTSO DIVISION:

INSTRUCTOR:

HOME ADDRESS:  City  State  Zip

HOME/CELL PHONE:  E-MAIL:

DEFINE YOUR CAREER OBJECTIVE: (Be specific as to area/occupation related to aviation or business)

1. I am scheduled to graduate from Metro Career Academy this year, with plans to continue my education in an Aviation or business-related career major. YES  NO  (required for this application.)
2. Please check if you belong to any of the following school organizations:  
 NATIONAL HONOR TECHNICAL SOCIETY       NATIONAL HONOR ROLL
3. Scholarship application packet must include the following for consideration:  
 CURRENT METRO TECH 'PLAN OF STUDY       REFERENCE FORM IN SEALED ENVELOPE  
 CURRENT RESUME that includes:       APPLICANT 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 releases or marketing purposes

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



## Mark Vincent Memorial

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

**PLEASE RETURN THIS COMPLETED CONFIDENTIAL 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
Scholarship			
Leadership Abilities			
Interpersonal Skills			
Integrity			
Professional Potential			
Personal Motivation			

Please explain in what capacity you have been associated with the applicant and for what length of time. Any comment that you feel are pertinent to the potential success of the applicant in his/her program at Metro Technology Centers is appreciated.

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**Reference Information: (Please Print)**

Name:  Title:

Employer       Site Administration       Instructor

Company Name:

Address:  Phone:

Total Rating:

Mark Vincent Memorial Scholarship Reference

## Mark Vincent Memorial

### Scholarship Application Rating Sheet

(75 point minimum to be considered)

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

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

1. **CURRENT METRO TECH "PLAN OF STUDY":** 20 points maximum

- |            |           |  |
|------------|-----------|--|
| • Grades   | 10 Points |  |
| • Progress | 10 Points |  |

2. **CURRENT RESUME:** 35 points maximum

*Because each student is unique, their resumes will reflect different areas of talent. The maximum points awarded will be 35, but many students will have more points in this area. We commend that level of commitment to one's future.*

- |  |           |  |
|--|-----------|--|
| • <i>CRSO Leadership and Activities</i>  | 10 Points |  |
| • <i>Quality of educational activities, clear evidence of leadership, responsibility, and commitment</i> | 10 Points |  |
| • <i>Number and variety of student activities</i>  | 10 Points |  |
| • <i>Certifications</i>  | 10 Points |  |
| • <i>Recognition and Awards</i>  | 10 Points |  |
| • <i>Employment Record</i>   | 10 Points |  |
| • <i>Quality, quantity, duration and impact of community, and service activities</i>                     | 10 Points |  |

3. **REFERENCE:** 20 Points Maximum

20 Points

4. **PERSONAL STATEMENT:** 25 Points Maximum

*Statement is evaluated as follows*

- |   |          |  |
|---|----------|--|
| • <i>Why you have chosen to pursue this career</i>  | 6 Points |  |
| • <i>Describe your career plan and the steps you will accomplish this plan</i>  | 6 Points |  |
| • <i>Statement of financial need- What the scholarship will enable you to do, and why the scholarship is important to you</i> | 6 Points |  |
| • <i>Grammar, Spelling, Sentence Structure, and essay length</i>  | 7 Points |  |

**Total Points**

Comments:

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## 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.***