



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

Grainger Equipment/Tools Scholarship

Application Guidelines

The Grainger Foundation generously donates to the Metro Tech Foundation to support our students in numerous ways. In addition to promoting excellence by rewarding successful certification test results, Grainger seeks to provide scholarships for motivated students so they can purchase necessary tools and equipment to use in their careers.

Procedure

1. The scholarship is available to Adult and High School Students enrolled in **Aviation, Automotive, Construction, Electrical, HVAC, or Welding** career programs and are **SCHEDULED TO COMPLETE** in the current school year.
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
Phone: (405) 595-4415

5. Completed application packets are **due IN THE FOUNDATION OFFICE no later than 4:30 PM THURSDAY, MARCH 29, 2018** for consideration. **Late or incomplete application packets will not be considered.**
6. The Metro Tech Foundation's Grants Committee will make the final decision on scholarship awards. Scholarship recipients will be notified by April 7, 2018.
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 25, 2018.**
8. Based on applications received, up to six \$500.00 scholarships will be awarded.



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Application Form

PRINT IN INK

CHECK ONE:

- High school student
- Adult student

NAME: _____

CTSO DIVISION: _____

NAME OF CAREER MAJOR ENROLLED: _____

EXPECTED DATE OF COMPLETION: MONTH _____ DAY _____ YEAR _____

HOME ADDRESS: _____ CITY _____ STATE _____ ZIP _____

HOME/CELL PHONE: _____ E-MAIL: _____

INSTRUCTOR NAME: _____

DEFINE YOUR CAREER OBJECTIVE (Be specific as to area and occupation):

1. Please check if you belong to any of the following school organizations:
 - NATIONAL TECHNICAL HONOR SOCIETY NATIONAL HONOR ROLL
2. Scholarship application packet must include the following for consideration:

<input type="checkbox"/> CURRENT METRO TECH "PLAN OF STUDY"	<input type="checkbox"/> REFERENCE FORM IN SEALED ENVELOPE
<input type="checkbox"/> CURRENT RESUME THAT INCLUDES:	<input type="checkbox"/> 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 this 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

Metro Technology Centers believes in the worth of all individuals and is committed to equal opportunity for each employee, student or any person visiting a District campus. Metro Technology Centers does not discriminate on the basis of race, color, national origin, sex/gender, age, marital or veteran status, religion, pregnancy, or genetic information or disability in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay.



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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, 2018. 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.

Reference Information: (Please Print)

Name: _____ Title: _____

Employer

Site Administration

Instructor

Company Name: _____

Address: _____

Phone: _____

Total Rating: _____

Grainger Equipment/Tools Scholarship Reference

Grainger Equipment/Tools 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 Point 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.

- CTSO Leadership and Activities 10 Points _____
- Quality of educational activities, clear evidence of leadership, responsibility, and commitment 10 Points _____
- Number and variety of student activities 10 Points _____
- Certifications 10 Points _____
- Recognition and Awards 10 Points _____
- Employment Record 10 Points _____
- Quality, quantity, duration and impact of community service activities 10 Points _____

3. REFERENCE 20 Points Maximum 20 Points _____

4. PERSONAL STATEMENT 25 Points Maximum 25 Points _____
Statement is evaluated as follows

- Why you have chosen to pursue this career 6 Points _____
- Describe your career plan and the steps you will take to accomplish this plan 6 Points _____
- Statement of financial need - what the Scholarship will enable you to do and why the scholarship is important to you 6 Points _____
- Grammar, spelling, sentence structure, and essay length 7 Points _____

Total Points _____

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?

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