

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)**.
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
Phone: (405) 595-4415

4. Completed application packets are **due IN THE FOUNDATION OFFICE no later than 4:30 PM FRIDAY MARCH 29, 2019** 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 03, 2019.
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 24, 2019.**
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, 2019. 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:

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

- | | | |
|------------------------------------------------------------|-----------|---------------------------------------------------------|
| <ul style="list-style-type: none">• Grades | 10 Points | <input style="width: 100%; height: 20px;" type="text"/> |
| <ul style="list-style-type: none">• Progress | 10 Points | <input style="width: 100%; height: 20px;" type="text"/> |

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.

- | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------------------------------|
| <ul style="list-style-type: none">• CRSO Leadership and Activities | 10 Points | <input style="width: 100%; height: 20px;" type="text"/> |
| <ul style="list-style-type: none">• Quality of educational activities, clear evidence of leadership, responsibility, and commitment | 10 Points | <input style="width: 100%; height: 20px;" type="text"/> |
| <ul style="list-style-type: none">• Number and variety of student activities | 10 Points | <input style="width: 100%; height: 20px;" type="text"/> |
| <ul style="list-style-type: none">• Certifications | 10 Points | <input style="width: 100%; height: 20px;" type="text"/> |
| <ul style="list-style-type: none">• Recognition and Awards | 10 Points | <input style="width: 100%; height: 20px;" type="text"/> |
| <ul style="list-style-type: none">• Employment Record | 10 Points | <input style="width: 100%; height: 20px;" type="text"/> |
| <ul style="list-style-type: none">• Quality, quantity, duration and impact of community, and service activities | 10 Points | <input style="width: 100%; height: 20px;" type="text"/> |

3. REFERENCE: 20 Points Maximum

20 Points

4. PERSONAL STATEMENT: 25 Points Maximum

Statement is evaluated as follows

- | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------------|
| <ul style="list-style-type: none">• Why you have chosen to pursue this career | 6 Points | <input style="width: 100%; height: 20px;" type="text"/> |
| <ul style="list-style-type: none">• Describe your career plan and the steps you will accomplish this plan | 6 Points | <input style="width: 100%; height: 20px;" type="text"/> |
| <ul style="list-style-type: none">• Statement of financial need- What the scholarship will enable you to do, and why the scholarship is important to you | 6 Points | <input style="width: 100%; height: 20px;" type="text"/> |
| <ul style="list-style-type: none">• Grammar, Spelling, Sentence Structure, and essay length | 7 Points | <input style="width: 100%; height: 20px;" type="text"/> |

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.