

Ron N. Huff Master Welder Scholarship Application Guidelines

Through the generosity of Ron Huff's brother Jim, and his widow, Carla Huff, the Ron N. Huff Master Welder Scholarship is **presented to students in the Welding career major** who need funds to cover the cost of licensing and certification or equipment/tools package to prepare them for work.

Procedure

1. The scholarship is available to Metro Technology Center students who are **SCHEDULED TO COMPLETE a Career Major in Welding in the current school year**. Applicant must have a 90% in attendance or better and a 3.0 GPA or better.
2. All scholarship materials must be mailed together in one envelope. This includes letters of reference, transcripts, etc. **DO NOT STAPLE OR USE PAPER CLIPS. Incomplete applications will not be considered.**
3. All applications of students eligible for scholarship will be submitted by the instructor in one packet and mailed directly to:

METRO TECH FOUNDATION
Springlake Campus, Economic Development Center
1700 Springlake Drive, Oklahoma City, Oklahoma, 73111-5200
(405)595-4415

4. 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. **Incomplete applications will not be accepted.**
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 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 Banquet on Wednesday, April 25, 2018.**
8. One \$500.00 scholarship will be awarded.



Ron N. Huff Master Welder Scholarship

Application Form
PRINT IN INK

Check one:

- High school student
- Adult student

NAME: _____ CTSO DIVISION: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

HOME/CELL PHONE: _____ E-MAIL: _____

NAME OF CAREER MAJOR ENROLLED: _____

EXPECTED DATE OF COMPLETION: Month _____ Day _____ Year _____

INSTRUCTOR: _____

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

Criteria

1. Applicants must be currently enrolled in the Welding program, with 90% attendance or better and a 3.0 GPA or better.
2. The Scholarship Application Packet must include the following:
 - **METRO TECH "PLAN OF STUDY"**
 - **INSTRUCTOR RECOMMENDATION** – One "Instructor Recommendation" form included is to be filled out, signed, and sealed in an independent envelope by applicant's Instructor.
3. • **PERSONAL STATEMENT** - Applicant must submit the following information: (Form included in this packet.)
 - Why you have chosen to pursue this career.
 - Describe your career plan and the steps you will take to accomplish your plan.
 - Statement of financial need – what you will do with the scholarship funds and why the scholarship is important to you. Write a short (1/2 page) statement to include

If I am awarded a scholarship, Metro Tech and/or the Foundation may use photos/videos taken me in press releases or marketing purposes.

Student Signature

Date



Ron N. Huff

Master Welder Scholarship

Application – Request for Reference Form
(MUST BE FILLED OUT BY INSTRUCTOR)

PLEASE RETURN THIS COMPLETED CONFIDENTIAL RECOMMENDATION TO THE APPLICANT IN A SEALED ENVELOPE BEFORE THE DEADLINE OF MARCH 29, 2018. THE APPLICANT MUST THEN RETURN 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 securely maintained. 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			

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

Instructor Name: _____ Instructor Signature: _____ Date: _____
(Please Print)



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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. **METRO TECH "PLAN OF STUDY":** 20 Points maximum
 - Grade 10 points _____
 - Progress 10 points _____
 - **TEACHER REFERENCE:** 30 Points maximum
The reference is rated as follows
 - Outstanding reference with specific examples (30 pts.) 30 points _____
 - Outstanding but general (20 pts.)
 - Average (10 pt.)

 2. **PERSONAL STATEMENT:** 50 points maximum
Statement is evaluated as follows:
 - Why you have chosen to pursue this career 15 points _____
 - Describe your career plan and the steps you will take to accomplish this plan 15 points _____
 - Statement of financial need – what will the scholarship will enable you to do and why the scholarship is important to you 10 points _____
 - Grammar, spelling, sentence structure, and essay length 10 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.***