

DEADLINE: Turn in your completed portfolio before Feb. 20 @ 3:30 p.m.



Redondo Union High School
SEA HAWK SENIOR SCHOLARSHIP PORTFOLIO
Class of 2019

Your scholarship portfolio is a personal profile that will be reviewed by members of various scholarship committees. It is important that your portfolio is neat and professionally presented. The monetary awards range from \$250 to over a thousand dollars. Scholarship criteria may include (but is not limited to) any one or more of the following descriptions:

- Financial need (aka "Need Based")
- A plan to attend either a two or four year college
- Completion of volunteer work
- An intended course of study (major) such as engineering, art or career technical training
- Excellent academic performance demonstrated by GPA and rigor of coursework
- Special talent(s)

Timeline/Checklist:

- January 17-18:** Attend one portfolio workshop for step-by-step instructions and Q&A.
 - Thursday, Jan 24 or Friday, Jan 25 at LUNCH in the Nest
- February 5-20:** Purchase one portfolio folder in the ASB Finance Office. The total cost is \$2. You will receive a receipt of purchase, not a physical folder.
- FEBRUARY 20, 2019 by 3:30 p.m. Completed scholarship portfolios are due.** No late portfolios will be accepted. It is strongly recommended that you submit your portfolio *before* the deadline.
- February/March:** Lists of available scholarships will be provided if you have completed your portfolio and turned it in on time. You must review the requirements on each list, self-nominate if you are eligible, and return your list to the Nest before each specified due date.
- May:** If you are selected to receive a scholarship award, you will be invited to attend our Senior Awards Celebration on June 17, 2019 at 6:00 p.m. in the RUHS Auditorium.

NOTES:

Mrs. Marian Clausen, Scholarship Coordinator
mclausen@rbusd.org

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NO LATE SUBMISSIONS! No exceptions!

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How to Assemble Your Portfolio

Please follow these instructions carefully and completely. Your portfolio must be assembled in the order instructed. All scholarship portfolio page templates are available on the RUHS Sea Hawk Scholarship Portfolio website. If you have any questions, see Miss Karen in the Nest.

Part 1: Title Page – Insert your photo onto the title page; photo should be in color, approximately 3.5x5, centered on the title page. Use either a formal or cap/gown photo. Do NOT use photo proofs! Below your photo, **type over** the personal information in the template provided. Do not change the format; the font must be Arial, size 16.

Part 2: Authorization to Exchange Information Form – This sheet is very important. It must be signed by your parent/legal guardian (even if you are 18!) to participate in the scholarship portfolio process. Your scholarship portfolio will be exchanged with various scholarship benefactors for the sole purpose of student scholarship selection.

Part 3: Sea Hawk Resume – Refer to the Sea Hawk Resume on the RUHS Scholarship website for content and layout. Make sure that punctuation is consistent and it is completed without spelling errors.

Part 4: Family Financial Statement – Neatly complete the application by typing directly on the document. Use BigFuture.com (*College Search*) to complete the “Total Estimated Expenses” for your top three university choices. Use the ‘Paying’ tab on the specific college information page to find the expense information you need.

Part 5: Transcript – Print out a copy of your unofficial transcript using the Infinite Campus portal.

Part 6: Personal Statement – Include a copy of your personal statement. Make sure your English teacher has read it first and all spelling and grammatical errors have been corrected. These are read closely!

Part 7: Letter(s) of Recommendation

- You may include up to two letters of recommendation, but only one is required. No more than one letter may be a teacher recommendation; if you include a second letter it must be related to an extra-curricular activity/community service. Please do not ask your school counselor or teachers to write additional letters of recommendation. You only need one!
- Ask your recommender to print and sign one original letter on school or organization letterhead.
- You may want to share a copy of your Student Resume with your teacher, coach, employer, etc. It may be helpful in writing your letter of recommendation.

Part 8: Honors, Awards, Activities, and Community Service

You are limited to a total of three portrait (vertically-oriented) one-sided pages of honors, awards, activities, and community service (in color). If you have more awards than will fit on three pages, you may shrink them down to fit multiple awards on each page. You may add new honors and awards during the spring, but you must still respect the three-page limit. Suggestions to consider:

- ✓ Include (scanned copies of) any certificates, awards, or letters you have received during your high school years only.
- ✓ Include any letters of acceptance from colleges (email is acceptable).
- ✓ Select pictures and add short captions to depict your involvement in activities and community service; add newspaper articles or anything else that describes your commitment, or create a summary that includes hours devoted to each activity.
- ✓ DO NOT INCLUDE ORIGINALS – only add a copy/photo/scan of your award(s).

Make sure that your portfolio is assembled in the order listed above. Only those portfolios that meet the provided criteria will be distributed to the community scholarship benefactors.

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