



2017-2018 School Year



14201 School Lane • Room 116 • Upper Marlboro, MD 20772 • www1.pgcps.org

Student Service-Learning Scholarship

The Excellence in Education Foundation for PGCPS, Inc. (EEF-PGCPS) recognizes the importance of Prince George's County Public School (PGCPS) students being actively engaged in student service-learning. The EEF-PGCPS wishes to promote the importance of giving back to the community. Therefore, the EEF-PGCPS has established the Student Service-Learning Scholarship for fifteen (15) graduating seniors who best personify an ongoing commitment to "exemplary service-learning."

The **Student Service-Learning Scholarship** will award **\$3,500** each to fifteen (15) PGCPS graduating seniors who will continue their education at a post-secondary institution.

APPLICATION REQUIREMENTS

- Must be a PGCPS student.
- Student must have completed a minimum of 24 hours of independent student service-learning hours within the past 12 months; this is above and beyond the required 24 hours of student service-learning hours.
- Student must have a minimum cumulative grade point average of 2.5 for all high school course work.
- Student must submit the completed application form, which is found in the attachments section.
- Students must include a minimum of three letters of recommendation from individuals who directly supervised their service at the service location.
- The "official" transcript of grades must be a sealed document and include the student's most recently received grades and service-learning hours.
- Student must document obtained service hours **received in the past 12 months on a separate sheet** and include the service-learning completed, the name of the agency where the service-learning was provided, as well as the dates of service and total hours earned.
- Student must be accepted into a post-secondary institution.

ESSAY

Students must submit a well-developed, typed essay on their student service-learning experience. The essay should be one to two pages in length and should follow the MLA style. Please see attached for specific essay guidelines and scoring rubric.

EVALUATION

The evaluation process will consist of a review of all submitted application materials by the Scholarship Review Committee. Finalists' applications will be forwarded to the Chief Executive Officer or his designee, who may interview the finalists and select the scholarship recipients by **April 25, 2018**.

The application must include all of the following to be considered complete:

- Application form
- Official transcript
- Documentation of earned independent service-learning hours received in the past 12 months that are beyond the required 24 hours
- Letters of recommendation on official letterhead (minimum of 3)
- Essay
- Post-secondary institute acceptance letter

INSTRUCTIONS FOR SUBMISSION

All materials submitted with the application become the property of the EEF-PGCPS and will not be returned to applicants.

The completed application and related documents must be submitted to your Professional School Counselor by **March 16, 2018**. Incomplete applications and applications submitted after the deadline will not be considered.

TIMELINE

DATE	ITEM
December 2017	Send information to the schools and Professional School Counselors; post on PGCPS website.
March 16, 2018	All applications, essays, and related documents are due to Professional School Counselors for review.
March 23, 2018	All Application packets - <u>including essays that meet established criteria</u> are due to: Dr. Kara Libby, Executive Director for the Office of Teaching and Learning Sasscer Administration Building 14201 School Lane, Room 201-D Upper Marlboro, MD 20772
March 26 – April 20, 2018	Review application packets – <u>including essays</u> – and determine selection of the top candidates.
By April 25, 2018	Chief Executive Officer or his designee may interview finalists and make final selections.
By May 7, 2018	Finalists, parents, and school administrators notified.
May 17, 2018	Finalists, parents, and administrators attend BOE Awards Ceremony.

Please direct any questions to Dr. Kara Libby, Executive Director for the Office of Teaching and Learning, at 301-952-6395 or klibby@pgcps.org.

Attachments: Application Form
Essay Guidelines and Rubric

Student Service-Learning Scholarship Application

All applications, essays, and related documents are due to Professional School Counselors for review by
March 16, 2018

**Please type or print legibly and use black or blue ink.
Illegible applications will not be considered.**

Name: _____
(Last) (First) (MI)

Address: _____
(Street) (City) (State) (Zip Code)

Email: _____ Telephone: _____ /
(Home) (Cell)

Date of Birth: _____ Male: _____ Female: _____

Parent/Guardian Name: _____

Years Enrolled in Prince George's County Public Schools: _____

School Now Attending: _____

Grade Level: _____ Grade Point Average (GPA): _____

Total number of service-learning hours (as of date of application): _____

Post-High School Plans: _____

INTEGRITY OF APPLICATION STATEMENT

My signature below constitutes my affirmation that:

- All of the information in this application is true and correct to the best of my knowledge.
- The essay is my own original work (with the exception of those portions which are properly documented).
- The agency information and hours listed on the application form are accurate.
- If selected to be a recipient of the Student Service-Learning Scholarship, I agree to participate in a PGCPS video/photo opportunity which will be used to help publicize the availability and value of the scholarship opportunity.

Applicant's Signature: _____ Date: _____

ESSAY GUIDELINES AND RUBRIC

In a well-developed essay, please address the following questions:

- What was the impact of your service, and how did your student service-learning build a bridge between you and the community which you served?
- What did you learn about yourself and others as a result of your service?

Please also keep in mind the following criteria:

- The applicant's name and address must appear on the top-right corner of each page of the essay.
- The essay must be typed (double-spaced) in either Times New Roman or Arial (font size 12).
- The essay must be two to three pages in length and must be written using MLA style.

Each applicant's essay will be scored using the rubric below.

	4	3	2	1
General Reflection	Applicant presents a thoughtful reflection on service, recounting detailed examples of service. The essay meets the criteria set forth.	Applicant completes a reflection on service and recounted past service experiences. The essay meets the criteria set forth.	Applicant completes a reflection on service. Little detail is provided on the experiences. The essay meets most of the criteria set forth.	Applicant attempts to complete reflection on service, but no details about the experience/s are included. The essay meets some of the criteria set forth.
Sense of Caring For and About Others	Applicant's reflections show deep personal understanding of the importance of service and the ability to make a difference.	Applicant's reflections show a growing understanding of the importance of service and the ability to make a difference.	Applicant's reflections show a limited understanding of the importance of service.	Applicant's reflections show that s/he is largely unaffected by the service and her/his ability to make a difference.
Development and Organization of Essay	Applicant's essay has an engaging introduction that orients readers and provides a strong conclusion. It also establishes a natural/logical sequence of reflection, using effective transitions to convey this.	Applicant's essay has an effective introduction and provides a conclusion that sums up the reflection. It has a logical flow, but needs more transitions.	Applicant's essay has an introduction that needs more development and lacks a strong conclusion. It includes unnecessary information and may seem choppy.	Applicant's essay lacks an effective introduction and ends abruptly. It also includes distracting information and has no clear sequence of events/thoughts.
Language Usage	Applicant's essay maintains a clear point of view, uses relevant descriptive details, and shows a command of English Language conventions.	Applicant's essay maintains a point of view and includes relevant descriptive details. There may be a few errors in conventions.	Applicant's essay has some lapses in point of view, lacks effective descriptive details, and has some distracting errors in conventions.	Applicant's essay lacks a clear point of view, mostly lacks or offers no effective details, and has major errors in conventions.