

# 2012 Scholarship Workbook Germantown High School Student Version

www.germantownscholarship.org



# 2012 Scholarship Workbook

## Germantown High School Student Version

The Germantown Community Scholarship Committee is pleased that you will be participating in this year's competition. Since the organization's inception in 1981, almost \$1,800,000 has been awarded in scholarships to deserving seniors. Annually we receive over 100 applications from Germantown seniors.

This workbook will provide you with instructions for gathering information about your academic, co-curricular, work and volunteer activities from the past four years. Please record your information in this workbook in preparation for entering it into our computer-based scholarship application program in March.

If you are receiving one of the following **full-tuition, room and board scholarships** you are <u>not</u> eligible to receive a scholarship from the Germantown Community Scholarship Fund, Inc.:

- Chick Evans Scholarship
- College or University Academic Scholarship
- College or University Athletic Scholarship (NCAA or NAIA based)
- U.S. Military Academy Scholarship (Army, Air Force, Marine Corps, Navy)

If you have questions, please see Mr. Perry Benz in the Germantown High School Guidance Office or call him at (262) 502-7254.

Important Dates	
February 1, 2012	Application Workbooks Available through the GCSF Website
	at www.germantownscholarship.org
March 16, 2012	Registration Deadline for Application Nights
March 20 <sup>th</sup> & 21 <sup>st</sup>	Application Nights for Students and Parents
	Parents are to report to Room 155 and students to Room 226
April 30, 2012	Notification of competition results to all applicants
May 23, 2012	Awards Night at GHS Auditorium. 7:00 p.m. Dress is formal.
January, 2013	Scholarship recipients submit transcripts and receive checks from the GCSF.

## Visit the GCSF website at www.germantownscholarship.org

#### Attention Students and Parents!

You must leave your signed and completed workbook with Mr. Benz after you have entered your information into the computer on one of the Application Nights.

I give my permission to use my senior class picture secured through Germantown High School and/or any pictures taken of me on the Senior Awards Night for use by the Germantown Community Scholarship Fund, Inc. ("GCSF") for the following purposes:

- press releases to the media regarding scholarship recipients
- inclusion on the GCSF web site
- inclusion in future printed publications of the GCSF
- such other use as deemed appropriate by the GCSF

I understand that I must complete the attached workbook and register for one of the Application Nights with the Germantown High School Guidance Department by 3:00 p.m. on Friday, March 16, 2012.

I understand that if I receive notification that I am the recipient of a full-tuition scholarship **after** I have entered information from this workbook into the computer I am responsible for promptly notifying the Guidance Department or the President of the Germantown Community Scholarship Fund, Inc.

I understand that the Scholarship Committee reserves the right to verify information provided in my application.

In consideration of and as a condition of application for a scholarship from the Germantown Community Scholarship Fund, Inc., applicant and applicant's parents/guardian hereby acknowledge that teachers who supply recommendations do so with the privilege of confidentiality and those recommendations will not be available for review by anyone. Further, the applications and the selection process are confidential and will not be available for review by anyone other than the scholarship committee.

I have reviewed the guidelines and questions outlined in this application workbook and affirm that the information which I will provide/have provided on the application is correct and agree to be bound by the requirements contained herein and by the policies of the Germantown Community Scholarship Fund, Inc. I understand and agree that if I receive a scholarship I may not use the proceeds for any purpose other than the payment of "qualified tuition or related expenses" at an "accredited educational institution" as those terms are defined by the Internal Revenue Code.

Student's Signature:	Date:
<ul> <li>I have read the following sections of the Scholarship</li> <li>Checklist and Instructions for Students and Par</li> <li>Guidelines for Scholarship Eligibility (p.4)</li> <li>Statement of Philosophy for Awarding Scholarship</li> </ul>	rents Section (p.3)
Parent's Signature:	Date:

#### REGISTRATION DEADLINE FOR APPLICATION NIGHTS: March 16, 2012

All students will be required to register for one of the scheduled **Application Nights** which will be held at Germantown High School in the Library. Registration appointments must be made with the Guidance Office no later than March 16, 2012 for one of the following sessions:

Tuesday, March 20, 2012
 Wednesday, March 21, 2012
 6:00, 6:30, 7:00 p.m.
 6:00, 6:30, 7:00 p.m.

#### Checklist and Instructions for Students and Parents

Read the Statement of Philosophy for Awarding Scholarships on page 5.
Complete all sections of the Scholarship Workbook. If you have questions on any section, please contact your guidance counselor for assistance.
Register in the Guidance Office for one of the Application Nights. You must do this by March 16, 2012 to be eligible to compete for a scholarship.

All applicants will be required to enter their completed Scholarship Workbook information into one of the computers in the Germantown High School computer lab. If you need special accommodations or are unable to physically enter your application, please inform the Guidance Office as soon as possible, but in any event by March 16, 2012. A brief instruction session will be provided for students prior to beginning data entry. Staff will be available in the lab to offer assistance to students who have questions. We will be inviting parents to attend a financial aid and college transition program provided by David Wegener of Mount Mary College.

#### Application Night Agenda (Sessions begin promptly at 6:00, 6:30 and 7:00 p.m.)

**Students** will be assigned to a computer terminal. **Parents** will be directed to a meeting room.

**Students** will receive a brief welcome and instructions and will then proceed to complete their application. Data entry time is estimated at 15 minutes. Students may join their parents after saving their application data. **Parents** will receive information about the GCSF program, web based scholarships and financial Aid (FAFSA) sites, as well as some interesting tips on high school to college transitioning. Parents will also be invited to turn in the **Parent Involvement Form** found on page 17 of this workbook.

### Guidelines for Scholarship Eligibility

Students applying for scholarships must enroll full-time at a college/university or vocational/technical school in order to receive their award. Correspondence schools do not qualify for this program.

According to the bylaws of the Germantown Community Scholarship Fund, Inc., Article VI, Section 3, in order for a student to be eligible for scholarship money, that student must have completed one semester of post high school studies successfully and be enrolled in a second semester within two and one-half years of the date of the award of the scholarship.

- 1. Students receiving a full scholarship (one that includes full tuition and room and board for all four years of education) are **ineligible** to receive a Germantown Community Scholarship.
- 2. Scholarships are a one-time award and are not renewable.
- 3. Scholarships are awarded for full-time, post secondary school attendance only.
- 4. Scholarship checks will generally be issued the **next January** following **receipt of the student's fall term grades**, a copy of the spring term course schedule and a signed copy of the *Certification of Attendance form* that will be provided to all scholarship recipients at the Scholarship Awards Night.
- 5. Scholarships will be awarded at the Germantown High School Scholarship Awards Night on Wednesday, May 23, 2012. Recipients will be notified by mail of their award prior to this event and are required to attend in appropriate attire.

#### Germantown Community Scholarship Fund, Inc. Statement of Philosophy for Awarding Scholarships

As of January 2012

#### **BACKGROUND**

Germantown Community Scholarship Fund, Inc. is an exempt organization under Section 501 (c) (3) of the Internal Revenue Code and was formed in 1981 to help local students continue their education at a college, university, or vocational/technical school. Scholarships are funded from donations by businesses, service organizations and individuals. A \$200,000 donation in 1990 from the Germantown Volunteer Fire Company greatly increased the Trust Fund. In 2003 the Scholarship Committee introduced a new computer based method for student applications to be submitted and scored.

#### **APPLICANT ELIGIBILITY**

The following guidelines must be met at the time of application for a student to be considered for a scholarship:

1. Student must be enrolled at Germantown High School

- OR -

Be a legal resident of the town or village of Germantown. The village of Germantown boundaries are:

- a. North N144 Pioneer Road
- b. South N96 County Line Road
- c. West W220 Town Line, Amy Bell, Shadow Land
- d. East W124 Wausaukee Road

Parts of Richfield, Town of Polk, Town of Jackson, Polk and Hubertus <u>are not</u> part of the village or town of Germantown.

- 2. Student must be enrolled in his/her senior year of high school with projected graduation by June 30th of the year of application; and
- 3. Student must complete all sections of the Germantown Scholarship Application.

#### APPLICATION PROCESS

Application workbooks are available on the Germantown Community Scholarship Fund website (www.germantownscholarship.org) by the end of February each year. GHS students will complete their applications on a computer in the Germantown High School computer lab. Students must register by March 16, 2012 for one of several Scholarship Application Nights offered in March. Applicants provide information about their post-secondary education plans, high school extra curricular activities, out of school activities, volunteer activities, and paid employment. All requested information pertains to the student's high school years. In addition, cumulative grade point average, honors classes and advanced placement course work is reported by the high school guidance office. Students are required to list six (6) teachers who will provide a faculty recommendation. Three (3) must be from senior year, two (2) from junior year, and one of their choice.

#### PHILOSOPHY AND EVALUATION PROCESS

The Board of Directors of the Germantown Community Scholarship Fund, Inc. appoints a Scholarship Committee to administer and evaluate applications in conjunction with the High School Guidance Staff. Board members are not permitted to serve on the Scholarship Committee if they have children currently applying for a GCSF scholarship.

The philosophy of the Board in awarding scholarships is to identify those students who excel both in their academic and extra curricular activities. Applications are scored using a weighted distribution between two sections: Academic Background and In-and-Out-of-School Activities. Applicants can earn a potential total

score of 100 points. A maximum of 66 points is awarded for Academic Background, 17 for In School Activities and 17 for Out-of-school activities. Applicants are expected to complete all sections of the application with honesty and integrity.

The Committee has established the following verification process for each section of the application:

**Academic Section**: The Germantown High School Guidance Staff report each applicant's cumulative grade point average and honors and advanced placement courses. Teacher evaluations are entered into the computer and are confidential and not shared with students. Germantown students who attend a private school must do the following:

- ➤ Provide the name and phone number of their Guidance Counselor to the Germantown High School Guidance Office.
- Request 6 teacher recommendations (rating simply on a scale of 1 to 5) to be forwarded directly from their teachers to the Guidance Office at their school.
- Submit their application to their Guidance Counselor by March 19, 2012 and request that the Teacher Recommendations and Application be mailed to the Germantown High School Guidance Office.

**In School Section**: Advisors will receive a roster of those students who have listed on their application that they participated in that activity. The Committee reserves the right to contact any advisor to confirm participation.

**Out of School Section**: Students must list a contact person and phone number for each activity or employment experience. The Committee reserves the right to verify information submitted by applicants.

All three sections of the application are computer scored and checked by the Scholarship Committee. Students receive a confirmation letter indicating the results of the competition.

#### **SELECTION OF AWARD RECIPIENTS**

The Committee submits to the Board of Directors the results of scoring the applications. The Committee then determines the total number of scholarships and amounts to be awarded based on available funds for that year.

#### **ANNOUNCEMENT OF RESULTS**

Scholarships are awarded at the Germantown High School Senior Scholarship Night in May. Applicants will be notified by mail in late April or early May of the competition results. Student receiving scholarships are required to attend the Scholarship Awards Night.

#### **SCHOLARSHIP ELIGIBILITY**

According to the bylaws of the Germantown Community Scholarship fund, Inc. Article VI, Section 3: In order for a student to be eligible for scholarship money, that student must have completed one (1) semester of post high school successfully, and be enrolled in a second semester within two and one-half (2 1/2) years of the date of the award of the scholarship; otherwise the money designated for that particular scholarship will revert to the trust fund.

#### **ADDITIONAL GUIDELINES**

- 1. Scholarship proceeds may not be used for any purpose other than the payment of "qualified tuition or related expenses" as defined by the Internal Revenue Code. Qualified expenses include fees, books, supplies and equipment required for courses of instruction at an educational organization, but do not include expenses such as room and board. Proceeds may not be used for any other purposes.
- 2. Students receiving full scholarships from any source (one that includes full tuition and room and board for all four years of education) are ineligible to receive a Germantown Community Scholarship. This information is solicited on the application form and is subject to verification by the Committee.

3. Scholarships will be awarded for full-time, post secondary enrollment at an accredited "educational organization" as defined by the Internal Revenue Code only.

In the event a student is unable to provide adequate evidence of qualified tuition or expenses because such expenses are covered by other scholarships, the student may, provided the student has provided proof that he or she completed one (1) semester of school successfully and has enrolled for a second semester within two and one-half (2 ½) years of the date of the award of the scholarship, request, at a later date, that the scholarship he or she was awarded be paid. Any such request must be received within three and one-half (3 1/2) years of the date of the award of the scholarship and must be accompanied by a copy of your grades to date, your course selection for the following semester and a signed copy of the Certification of Attendance. Contact the Guidance Office at Germantown High School, N11501 River Lane Road, Germantown, WI 53022 or by phone at (262) 253-3400.

#### **SCHOLARSHIP CHECKS**

Scholarship checks will be sent on behalf of the Treasurer of Germantown Community Scholarship Fund, Inc. pending verification of successful completion of the fall semester of school at an accredited educational institution, enrollment in the second semester of school at an accredited educational organization and payment of qualified tuition or related expenses.

Students are required to submit the following items to the Germantown High School Guidance Office, N11501 River Lane Road, Germantown, WI 53022 in order to receive their scholarship check:

- 1. official transcripts of fall term grades
- 2. spring class schedule listing courses in which student has registered
- 3. *Certification of Attendance form*. This form will be included in the notification packet for all students receiving a scholarship.

Scholarships are one-time awards and are not renewable

For further information contact the Germantown Community Scholarship Committee at (262) 502-7123.

## Scholarship Workbook

Fill in your information under each sectional heading. These will appear on the computer screen in the same order as listed below.

## Complete this section first:

	Applicant Number	
_		
	Last Name	
	First Name	
	Middle Name	
	Address	
	City	
	State	
	Zip Code	
	Home Phone	
	E-mail Address	
	se check any of the boxes below that apply: you reside in the village or town of Germantown? (see p.5 for guidance)	Yes
How	many years did you participate in Germantown's Little League program?	
Did y	you attend MacArthur Elementary School?	
Have	e you volunteered for the Germantown Historical Society?	
Have	e you participated in the Kiwanis' K-Kids, Builders Club or Key Club program?	
Have	e you participated in the Kickers Soccer program at the U-14 level or above for 2 or more years and volunteered for the organization?	
Have	e you participated as a Hawks Cheerleader for all three years of middle school?	

# College Plans

Please check one of t	the following boxes	S:		
Attend a Vocat  Attend a Two	ge or University tional or Technical Year Business Colle to attend college af	ege		
List the schools to	o which you have	applied or been accepte	ed Check if "yes"	
School #1			Accepted?	
School #2			Accepted?	
Indicate your first of	choice at this time:			
Intended area of st	cudy (major)?			
Teacher Choice				
<i>after teacher list</i> ) Se	elect three (3) from	ve contacted for a recommon senior year, two (2) from scale from 1 to 5 based on	junior year, and one (1)	of your
Senior Year Teacher	1			
Senior Year Teacher	2			
Senior Year Teacher	3			
Junior Year Teacher	1			
Junior Year Teacher	2			
Teacher of Choice				

SEE THE NEXT PAGE FOR LIST OF TEACHERS THAT WILL APPEAR IN THE DROP DOWN BOX OF YOUR APPLICATION SCREEN.

## GERMANTOWN HIGH SCHOOL CURRENT TEACHER LIST

Teacher recommendation request slips are included on the last page of this application.

Last Name	First Name	Department
Anderson	Gary	Math
Anton	Sara	Foreign Language
Arendt	Dick	Social Studies
Aronow	Mike	Social Studies
Barnes	Jim	Music
Bast	Stacey	Science
Batzner	Jennifer	Social Studies
Bauman	Deb	Math
Baumann	Jason	Business
Bavlnka	Andrew	English
Bell	Jonathan	Music
Bennewitz	Lauren	Math
Branske	Dave	Phy Ed
Callen	Cristel	Special Ed
Cannestra	Jamie	Math
Catalano	Jennifer	Social Studies
Chandler	Becky	Science
Christoffel	Brian	Science
Clark (Wajerski)	Megan	Foreign Language
Collings	Jennifer	Foreign Language
Collins	Cindy	ASC
Cook	Kristen	Math
Davis	Jacob	Special Ed
Emmerich	Mary Faith	Special Ed
Fliss	Rob	Social Studies
Glass	Eric	Math
Gentilli	Traci	Art
Glodoski	Sara	Math
Griffin-Wenzel	Michelle	Science
Hammen	Pete	Business
Hanson	Cassandra	English
Harris	Marcus	Foreign Language
Henricks	Karen	Special Ed
Hesse	Lindsay	Phy Ed
Hoopes	Wes	Science
Jansen	Debbie	Foreign Language
Kavanaugh	Andy	English
Kelly	Stephanie	English
Kitze-Ward	Megan	English
Kohls	Kieth	Tech Ed
Korek	Kent	Social Studies
Kosanke	Jason	Math
Kowalczyk	Sally	Business
Krueger-Zuengler	Sara	English

Last Name	First Name	Donartmont
	First Name	Department
Krupicka	Todd	Science
Kujawa	Tom	English
Kurth	Lisa	Science
Leadley	Maureen	FACE
Lillge	Carrie	Foreign Language
Mangan-Fischer	Amy	Math
Martin	Steve	Business
Martinez-Jolitz	Yolande	Social Studies
McClellan	Mark	Science
Mehring	Tim	Tech Ed
Monnot	Don	Math
Moore	Jim	Science
Neuman	Christine	Art
O'Connor	John	Social Studies
Pehoski	Pat	Foreign Language
Pfeiffer	Mike	Social Studies
Prange	Megan	English
Rosin	Andrea	Math
Schallhorn	Carrie	Special Ed
Schlict	Sarah	Special Ed
Schneider	Todd	Social Studies
Schroeder	Jake	Science
Schumacher	Aurelia	Foreign Language
Seramur	Diane	FACE
Sibbernsen	Patricia	English
Siegert	Greg	Phy Ed
Siegert	Marin	Phy Ed
Solie	Carolyn	Science
Stachowiak	Jon	Tech Ed
Stevens	Eilene	English
Straus	Rachel	Odyssey
Stuve	Matt	Special Ed
Sweeney	Jill	Special Ed
Tennies	Steve	Phy Ed
Timm	Heidi	Special Ed
Unertl	Dan	English
Waitrovich	Lisa	English
Waller	Andrew	GHS Grad Center
Ward	Matt	Special Ed
Weiss	Chris	Science
Wolosek	Eric	Social Studies
Yarnot	Anne	Health Ed
Zache	Dick	Social Studies
Zorbini	Pam	Music
-		

# GERMANTOWN HIGH SCHOOL OFFICIAL LIST OF APPROVED ACTIVITIES

The following activities are recognized as co-curricular activities at Germantown High School. This list is provided by Mr. Joel Farren, Principal and Mr. Jack Klebsedahl, Student Activities Director. Any questions regarding activities that are not found on this list should be directed to them. In the event they are not listed here, you are able to list them under the Out of School Activities portion of this application.

Activities that will be listed in the computer drop down include:

Activities that will be listed in the computer drop down include:  Activity List		
Baseball – Boys	Men's Chorus	
Basketball – Boys	National Honor Society	
Basketball – Girls	Peers 4 Peers	
Battle Bots	Pep Band	
Bowling – Boys	Pom Pon Squad - Fall	
Bowling – Girls	Pom Pon Squad - Winter	
Cheerleading - Fall	School Newspaper	
Cheerleading - Winter	Ski & Snowboard Club	
Cross Country - Boys	Soccer - Boys	
Cross Country - Girls	Soccer - Girls	
Cup of Controversy	Softball	
DECA	Solo & Ensemble	
Destination Imagination	Spanish Honor Society	
Dramatic Impact	Strategists Club	
E.W.S.	Student Athletic Leadership Team	
Environmental Club	Student Council	
FBLA	Swimming - Boys	
Football	Swimming - Girls	
Forensics	Tennis - Boys	
French Honor Society	Tennis - Girls	
Freshman Mentors	Track - Boys	
German Club	Track - Girls	
German Honor Society	Tri-M	
Golf - Boys	Varsity Singers (Jazz Choir)	
Golf - Girls	Volleyball - Boys	
Gymnastics	Volleyball - Girls	
Hockey	Wall of Sound/Marching Band/Color Guard	
Inklings & Oxymorons	Weightlifters Club	
Intramurals	Wrestling	
Key Club	Yearbook/Annual	
Math Club	VICA/Tech Ed Club	

## In School (Germantown High School) Activities List

Select only those activities for which you have completed a full year of participation. This includes activities that will be concluded by the end of your Senior year. Only items on the back of this page are recognized by Germantown High School as co-curricular activities.

Activity	Year Participant
(these will be drop down boxes in the computer)	9 10 11 12

## **Out of School Activities**

Please list organizations and/or clubs that you have participated in during high school and the estimated hours you were involved in each year of participation. These can include, but are not limited to, the areas of music, drama, sports or fraternal activities. You must provide an advisor name and phone number for each activity to receive points in this section. Incomplete entries will not be considered. Do not duplicate items listed on another page.

Activity Name Organization Position Held	Hours by Year 9 10 11 12	Coach/Advisor Coach / Advisor Phone

#### **Volunteer Activities**

List the volunteer/service activities in which you have participated in the community and an estimate of the hours of participation each year. Do not include paid positions, internships, or co-op experiences. A list of approved volunteer categories is listed at the bottom of this page. Please note that church is used synonymously for parish, synagogue, or temple. If you select "Other" in one of the <u>Volunteer Activity boxes</u> you must list the <u>Name of the Activity</u> and the <u>Advisor Name</u> in the <u>Advisor Name</u> in the <u>Advisor Name Box</u>. See the example below in the first line.

Volunteer Activity	Hours Worked 9 10 11 12	Advisor Name & Phone Number
Example - Relay for Life	8 8	Anita Hillman xxx-xxxx

#### Example activities might include:

Church Choir, Church Youth Group, DARE, Earth Week, Germantown Chamber of Commerce Education or Career Committee, Hospital or Nursing Home Volunteer, Library, Mai Fest, Ministries, Oktoberfest, Relay for Life, Safety Town, Scholarship Volunteer, Student Teaching Students (STS), Sunday School/Teacher Aid, Tutor.

## Paid Employment History

List all paid employment hours during the academic year **September through May**. **Do not include co-op hours**, as they will be listed in the next section below.

Employer Name	Hours Worked 9 10 11 12	Supervisor Name & Phone
Co-op Program History		
Please use this section to list your er	nployment hours that are	part of the school's Co-op program.
Co-op Employer Name	Hours Worked 9 10 11 12	Co-op Supervisor Name & Phone

These forms are for your use if you choose to notify in advance the teachers from whom you request a recommendation. Use of these forms are not mandatory, but it is suggested, as a courtesy, to notify the teachers you choose in advance of the rating request.

Teacher Recommendation Request
Mr./Mrs,
I would like to request a recommendation from you in completion of my application for a Germantown Community Scholarship. You will receive a letter soon from the Guidance Department with a request to simply rate me on a scale of 1 to 5.  Thank you!
⊱
Teacher Recommendation Request Mr./Mrs,
I would like to request a recommendation from you in completion of my application for a Germantown Community Scholarship. You will receive a letter soon from the Guidance Department with a request to simply rate me on a scale of 1 to 5.  Thank you!
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<b>~</b>
Teacher Recommendation Request
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rate me on a scale of 1 to 5.

Thank you!

## Parent Interest Form

The Board of the Germantown Community Scholarship Fund, Inc. is pleased that your child is participating in the 2012 scholarship competition. Historically we have received approximately 100 applications each year. Annual awarding of scholarships is dependent on the revenue generated by the organization through our three fund raising sources: the Annual Dinner Auction, investment income and scholarship donations. We would like you to do **two things** as part of your son or daughter's application process:

- 1. Review the Application workbook with your child and contact Mr. Perry Benz, Guidance Counselor, at (262) 502-7254 if you have any questions.
- 2. Attend one of the 30 minute **Parent Information Sessions** held concurrently with your child's participation in one of the Application Nights. These dates are March 20<sup>th</sup> and 21<sup>st</sup>, 2012 at 6:00, 6:30 and 7:00 p.m. Parent sessions will be held in the lecture room #155 across from the library. If you are interested in completing the Parent Interest Form below you can bring it to one of the Parent Information Sessions or send it with your child.

Completion of this form is not considered in the ranking of scholarship recipients.

Parent Last Name	Parent First Name		
Street Address	City	State	Zip
Home Phone	ome Phone E-mail Address		
indicating your interest in p	of the board of the Germanto participating in any of the follow	owing ways: (Check as	s many as you wish)
Contact me in the f	all regarding the purchase of	tickets to the 2013 D	inner Auction.
	ng an individual or company ognized in the auction booklet		
Contact me regardi	ng a contribution toward an i	ndividual or company s	sponsored scholarship.
Parent Interest Form Rev. 1/12			