

# MEMO

To: High School Senior Counselors

From: Dr. Carol L. Montgomery, Director, Guidance Services

Subject: Implementation of Vogt Achievement Scholarship Program

Date: October 24, 2011

CC: High School Principals

Through the establishment of a private endowment fund at the Community Foundation of Louisville, our JCPS seniors have the opportunity again this year to receive up to a **\$10,000** college scholarship for the college of their choice. **These scholarships will be limited to one student applicant per school. However, every school is not guaranteed an award. The number of available scholarships will vary each year.**

Enclosed with this memo is a complete application packet for your students and “Tips for Writing Letters of Recommendation” that can be copied and distributed with each recommendation request. Please make note of the deadlines so we can ensure that we have a substantial number of applicants. Following is information regarding the implementation of this award. If you have any questions, please call me at 485-3255.

- Vogt Achievement Scholarship applications will be provided by the senior counselor in each high school to eligible students during October of the students’ senior year. Applications must be completed and returned to the school counselor by **November 18, 2011**.
- A local school committee appointed by the school principal will review all eligible applications. The local school committee will substantiate/verify each application and forward up to five (5) candidates and applications to the Director of Guidance Services by **December 2, 2011**.
- The Director of Guidance Services will assemble a panel of readers who will score the scholarship applications. Each application will be scored by at least two (2) readers, with the highest average score for each school being eligible for a Vogt Achievement Scholarship.
- After one applicant is selected from each JCPS School, based on the highest average score of the readers, the finalists will be ranked high to low based on the scores obtained in the previous step. A \$10,000 scholarship will be awarded to each selected student based on the average obtained until the scholarship funds available for the scholarship endowment have been committed. The process will be completed and winners announced by **January 31, 2012**.
- The scholarship must be used starting the immediate summer or fall after student’s high school graduation. The goal is continued enrollment in college and graduation from college within four years.**

**ACHIEVEMENT SCHOLARSHIP  
CHECKLIST**

**To: Senior Counselors**

Check the following areas to make sure the application is complete before submitting. All pieces of the application must be typed. **No handwritten applications or letters will be accepted.** Please include your signature and the signature of the student to verify that information is complete and accurate.

- Completed student application form including:
  - GPA (weighted) and test scores
  - Community Service
  - Employment
  - Co-Curricular and Extra Curricular Activities
- Applicant meets pre-college coursework requirement
- OFFICIAL Transcript of grades and test scores
- Letter of recommendation from a high school teacher (must be typed)
- Letter of recommendation from a high school principal (must be typed)
- Letter of recommendation from an employer, community representative or minister (must be typed)
- Letter of recommendation from a high school counselor (must be typed)

STUDENT SIGNATURE \_\_\_\_\_

COUNSELOR SIGNATURE \_\_\_\_\_

HIGH SCHOOL \_\_\_\_\_ PHONE NO. \_\_\_\_\_

Please place this signed checklist on **the top** of the completed application packet. Submit by **December 2, 2011.**

**Forward to:**

Dr. Carol L. Montgomery  
Director, Guidance Services  
Van Hoose Education Center  
P O Box 34020  
Louisville, KY 40232-4020

**VOGT  
ACHIEVEMENT  
SCHOLARSHIP  
Fall 2011**

**STUDENT  
APPLICATION**

## **Jefferson County Public Schools VOGT ACHIEVEMENT SCHOLARSHIP**

### **Purpose**

The Vogt Achievement Scholarship is a college tuition scholarship that was established in 1999 by Henry Heuser, Sr., through the Community Foundation of Louisville. This special award honors exceptional students throughout Jefferson County who have demonstrated high standards of scholarship, character, citizenship and leadership. It was established to visibly recognize and reward exemplary student achievement so as to instill high standards of aspiration throughout each high school student body.

### **The Scholarship**

The Vogt Achievement Scholarship is a \$10,000 undergraduate college tuition scholarship that will be awarded to outstanding graduating senior students in Jefferson County Public High Schools. The award is to be used at the recipient's college of choice, which must be an accredited four-year program offering a BA/BS degree, **starting in the immediate summer or fall after high school graduation**. The award may be allocated at the direction of the recipient in equal or unequal portions during his or her undergraduate career to fund tuition, books, and academic fees. If the money is not expended in the first year, a 3.0 GPA must be maintained in order to receive the balance in subsequent years. The amount allocated for any academic year shall be equally divided between semesters.

### **Eligibility**

Applicants must have an ACT score of 25 or higher, or an SAT score of 1150 or higher (Critical Reading and Math scores combined), and a cumulative GPA (weighted) of at least 3.2.

Applicants must have completed coursework in an advanced program, advanced placement or a pre-college curriculum.

Applicants must have demonstrated leadership in school, extra-curricular, community activities and in a related work setting.

Applicants must receive four typed letters of recommendation detailing the student's leadership: 1) high school teacher, 2) high school principal or assistant principal, 3) an employer, community representative or minister, 4) high school counselor.

**\*Special Note: To be eligible for this scholarship, the student must start college the immediate summer or fall after high school graduation.**

## **Application Process**

Students will complete the application form listing GPA, ACT/SAT scores, and all pertinent activities and services. The completed, typed application, an official transcript of grades, and typed letters of recommendation should be submitted to the high school senior counselor by **November 18, 2011**.

## **Selection Process**

A packet of materials including the explanation of the award, eligibility criteria, and an application will be given to eligible senior students in October.

Completed applications and letters of recommendation should be returned to the senior counselor by **November 18, 2011**.

A local school scholarship committee will review all completed applications and forward the five (5) highest ranked students from the school to the Director of Guidance Services by **December 2, 2011**.

A district selection committee made up of the Director of Guidance Services, high school counselors (non-submitting), and community representatives, will rank all applications on a high to low scale based on a double blind reading. The student with the highest average score for each school will be eligible for a Vogt Scholarship.

The school finalists will be ranked from high to low and the number of award recipients will be chosen based on the amount of funds allocated. Recipients will be selected on the basis of their ranked scores and will be limited to one winner per high school.

The list of chosen recipients will be forwarded to the Director of Grants of the Community Foundation of Louisville for review.

School counselors will be notified of any local winner through the Office of Guidance Services by **January 31, 2012**.

The Community Foundation of Louisville will contact the recipients with award information by **January 31, 2012**.

## **Selection Criteria**

The applications will be weighted and ranked using the following percentages:

|                           |     |
|---------------------------|-----|
| Grade Point Average (GPA) | 24% |
| Test Scores               | 30% |
| Demonstrated Leadership   | 30% |
| Recommendations           | 16% |



## COMMUNITY SERVICE

List your voluntary, civic, church, or other community service activities. Provide an explanation of the contribution and leadership experiences you have made in each activity. Be sure to include the time per week you are involved and how long you have been providing the service.

|                           |                 |                                 |
|---------------------------|-----------------|---------------------------------|
| Service:<br>Contribution: | Times Per Week: | Length of Time/<br>Dates Served |
| Service:<br>Contribution: | Times Per Week: | Length of Time/<br>Dates Served |
| Service:<br>Contribution: | Times Per Week: | Length of Time/<br>Dates Served |
| Service:<br>Contribution: | Times Per Week: | Length of Time/<br>Dates Served |
| Service:<br>Contribution: | Times Per Week: | Length of Time/<br>Dates Served |

## EMPLOYMENT

List any employment or job experiences you have had. Provide an explanation of the leadership contribution you have made during the time you were employed. Be sure to include the time per week you are employed and how long you have been in the position.

|   |                 |                          |
|---|-----------------|--------------------------|
| Employment:<br>Leadership Contribution: | Times Per Week: | Length of Time Employed: |
| Employment:<br>Leadership Contribution: | Times Per Week: | Length of Time Employed: |
| Employment:<br>Leadership Contribution: | Times Per Week: | Length of Time Employed: |
| Employment:<br>Leadership Contribution: | Times Per Week: | Length of Time Employed: |
| Employment:<br>Leadership Contribution: | Times Per Week: | Length of Time Employed: |

## CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

List the five most important activities in which you have been involved. These may include co-curricular and/or extra-curricular academic, athletic, or other school activities. Provide an explanation of the leadership contribution you have made in each activity. Be sure to include the length of time you have been involved - for example: 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup>, 10<sup>th</sup> only, etc.

|                            |           |
|----------------------------|-----------|
| Activity:<br>Contribution: | Grade(s): |
| Activity:<br>Contribution: | Grade(s): |
| Activity:<br>Contribution: | Grade(s): |
| Activity:<br>Contribution: | Grade(s): |
| Activity:<br>Contribution: | Grade(s): |

**Jefferson County Public Schools**  
**VOGT ACHIEVEMENT SCHOLARSHIP**

**Teacher Recommendation**

(Recommendations by relatives will not be considered)

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Student Applicant

School

The student whose name appears above is applying for the Vogt Achievement Scholarship. This scholarship is awarded to a Jefferson County public school graduating senior interested in attending college. Each applicant is asked to provide four recommendations: one from a teacher, one from a principal or assistant principal, one from a community representative, employer, or minister, and one from a guidance counselor.

Your candid estimate of this student's academic promise, participation in co-curricular and/or extra-curricular activities, demonstrated leadership in school activities, and sustained involvement in community service, will help the scholarship committee in making its decision. (Type on this side only. You may attach an additional page if more space is needed).

Your relationship to the student: \_\_\_\_\_

---

Name

Title

---

Street Address

City

State

Zip Code

---

Phone Number

Signature

Please submit to school Guidance Counselor.  
All recommendations must be typed and submitted by November 18, 2011.

**Jefferson County Public Schools**  
**VOGT ACHIEVEMENT SCHOLARSHIP**

**Principal or Assistant Principal Recommendation**  
(Recommendations by relatives will not be considered)

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Student Applicant

School

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Your relationship to the student: \_\_\_\_\_

---

Name

Title

---

Street Address

City

State

Zip Code

---

Phone Number

Signature

Please submit to school Guidance Counselor.  
All recommendations must be typed and submitted by November 18, 2011.

**Jefferson County Public Schools**  
**VOGT ACHIEVEMENT SCHOLARSHIP**

**Community Representative, Employer, or Minister Recommendation**  
(Recommendations by relatives will not be considered)

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Student Applicant

School

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Your relationship to the student: \_\_\_\_\_

---

Name

Title

---

Street Address

City

State

Zip Code

---

Phone Number

Signature

Please submit to school Guidance Counselor.  
All recommendations must be typed and submitted by November 18, 2011.

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**Jefferson County Public Schools**  
**VOGT ACHIEVEMENT SCHOLARSHIP**

**Guidance Counselor Recommendation**  
(Recommendations by relatives will not be considered)

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Student Applicant

School

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Your relationship to the student: \_\_\_\_\_

---

Name

Title

---

Street Address

City

State

Zip Code

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Phone Number

Signature

Please submit to school Guidance Counselor.  
All recommendations must be typed and submitted by November 18, 2011.

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