

MEMORANDUM

TO: Superintendents
Technical and Adult Education Administrators
High School/Technical School Guidance Counselors

FROM: Assistant State Superintendent of Schools
Technical and Adult Education

RE: **ALBERT YANNI SCHOLARSHIP**

DATE: February 1, 2010

State Code 18-10H-3 authorizes the establishment of a scholarship program for outstanding secondary career and technical education graduates wishing to pursue additional education at the postsecondary level in the same or related career field. Enclosed are the necessary forms to be completed by graduating students (2010) who wish to apply for the \$2,000.00 scholarships. It is suggested that the school counselor or other school official collect the applications, check them for completeness and forward them to the address given.

Yanni scholarship funds must be sent to an accredited post-secondary institution or technical center in a technical certificate or degree program. In the event that a Yanni Scholarship winner cannot use the scholarship, the scholarship cannot be paid out in cash. Accordingly, the scholarship monies must be returned to the West Virginia Department of Education.

Application forms must be postmarked by March 31, 2010.

If you need more information or have questions, please call Gene Coulson at 558.3897 or e-mail gcoulson@access.k12.wv.us. Mr. Coulson will e-mail a copy of the forms for those who would like to enter the information on the computer instead of typing the forms. However, the completed applications cannot be submitted electronically.

Enclosures

GC:ep

**WEST VIRGINIA DEPARTMENT OF EDUCATION
DIVISION OF TECHNICAL AND ADULT EDUCATION SERVICES**

**ALBERT YANNI SCHOLARSHIP PROGRAM
2010-2011 INFORMATION AND APPLICATION**

Purpose: The purpose of the Albert Yanni Scholarship Program is to provide incentives, high expectations and encouragement for talented career and technical students to pursue advanced education and training related to their technical disciplines.

General Information: A maximum of twenty scholarships of \$2,000.00 each will be awarded to students selected by a committee of State Department of Education personnel. Applicants selected must present proof that they have maintained their eligibility requirements before awards are presented.

Eligibility: All applicants must meet these minimum requirements:

- 1) Each applicant must be a secondary student currently enrolled in a public school in the state of West Virginia who will have completed all graduation requirements by the end of the current school year.
- 2) Each applicant must rank in the top 25% of his/her class or must have a minimum of a 3.0 GPA for grades 9 through 12.
- 3) No applicant may have a final semester grade below a C in grades 9 – 12.
- 4) Each applicant must have completed at least four units in a single, approved technical concentration.
- 5) Each applicant must be planning to pursue postsecondary education in a career field related to their secondary career and technical concentration.
- 6) Each applicant must be registered with or accepted by an accredited post-secondary institution or technical center in a technical certificate or degree program.

Selection: All eligible applicants will be rated by the selection committee in the following areas:

- 1) Recommendations from an academic teacher (25 points possible), a technical teacher (25 points possible), and a peer (10 points possible).
- 2) Awards, honors, and school and community involvement (40 points possible).
- 3) Scores on a 500 word essay (50 points possible for content and 50 points possible for form).
- 4) Bonus points for following all directions in the preparation and submission of the application (10).
- 5) Ties will be broken by class rank or GPA.

The applicants with the highest numerical scores will not automatically be selected. An effort will be made to distribute the awards geographically and across program areas.

Application Process:

- 1) Forms 1, 2, 7 and 8 of the application packet must be **typed**.
- 2) All applications must be **complete**.
- 3) Applicants must submit one original and two copies of the completed application package.
- 4) Applications are to be stapled in the upper left hand corner.
- 5) Do not submit applications in folders or report covers.
- 6) Do not include transcripts, resumes, copies of awards, news articles, thank you letters or any materials other than forms 1 through 8 plus one extra sheet, if necessary, for the essay.
- 7) Applications must be postmarked no later than **March 31, 2010**. Faxed applications will not be accepted. Applications may be mailed or hand delivered to **Gene Coulson, Office of Career and Technical Instruction, WVDE, Bldg. 6, Rm. 243, 1900 Kanawha Blvd., E., Charleston, WV 25305**.
- 8) For additional questions, call Gene Coulson at 304.558.3897 or e-mail questions to gcoulson@access.k12.wv.us.
- 9) Letters of notification will be mailed on or before May 1, 2010.
- 10) Completed application packets may be submitted by a school official OR the applicant.

**Yanni Scholarship Form 1
Personal Information**

PLEASE COMPLETE THIS FORM IN ITS ENTIRITY

To be completed by the applicant.

Name:

Social Security #:

Street Address:

City/State/Zip Code:

Home Phone #:

E-Mail Address:

Name of Parent(s)/Legal Guardian:

Street Address:

City/State/Zip Code:

Home Phone #:

School:

School Phone #:

County:

Technical School (if applicable):

Birth Date:

Career/Technical Concentration:

**Yanni Scholarship Form 2
Verification of Eligibility**

PLEASE COMPLETE THIS FORM IN ITS ENTIRITY

To be completed by a school official.

Student's Name:

Expected Graduation Date:

Rank in Class (expressed as a percentage):

GPA (9 – 12): _____

Lowest Final Semester Letter Grade (9 – 12):

The Four Units Completed in a Single Technical Concentration:

- 1.
- 2.
- 3.
- 4.

The Postsecondary Institution That Has Registered/Accepted the Student:

The Course of Study the Student Will Be Pursuing:

Typed Name/Position of School Official Completing Form 2:

Signature: _____ **Date:** _____

Position: _____

**Yanni Scholarship Form 3
Consent Form**

To be completed by the student and parent/guardian.

Please sign here to indicate your consent for your school and teachers to provide confidential information to those involved in the selection process for the Albert Yanni Scholarship.

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____

**Yanni Scholarship Form 4
Academic Teacher Recommendation**

To be completed by a teacher of English, mathematics, science, or social studies.

Student Name: _____ **School:** _____

Teacher Name: _____ **Subject:** _____

You have been asked to make a recommendation for a student applying for the Albert Yanni Scholarship. Compared with other superior students you have taught, please estimate the extent to which the nominee has demonstrated, in your class, the qualities listed below by circling the number which best represents his/her performance:

(5 = excellent; 4 = very good; 3 = good; 2 = average; 1 = below average.)

Academic Skills	5	4	3	2	1
Leadership	5	4	3	2	1
Interpersonal Skills	5	4	3	2	1
Self-Management Skills	5	4	3	2	1
General Readiness for Postsecondary Education	5	4	3	2	1

I recommend this student for the Albert Yanni Scholarship (circle one):

- a. Without reservation**
- b. With minor reservations**
- c. With major reservations**

Comments:

Teacher's Signature: _____

Please return to your Principal/Technical Center Director or Counselor

**Yanni Scholarship Form 5
Technical Teacher Recommendation**

To be completed by a teacher of the applicant's technical course(s.)

Student Name: _____ **School:** _____

Teacher Name: _____ **Subject:** _____

You have been asked to make a recommendation for a student applying for the Albert Yanni Scholarship. Compared with other superior students you have taught, please estimate the extent to which the nominee has demonstrated, in your class, the qualities listed below by circling the number which best represents his/her performance:

(5 = excellent; 4 = very good; 3 = good; 2 = average; 1 = below average.)

Technical Skills	5	4	3	2	1
Leadership	5	4	3	2	1
Interpersonal Skills	5	4	3	2	1
Self-Management Skills	5	4	3	2	1
General Readiness for Postsecondary Education	5	4	3	2	1

I recommend this student for the Albert Yanni Scholarship (circle one):

- a. Without reservation**
- b. With minor reservations**
- c. With major reservations**

Comments:

Teacher's Signature: _____

Please return to your Principal/Technical Center Director or Counselor

**Yanni Scholarship Form 6
Peer Recommendation**

To be completed by a student who has been in one or more classes with the applicant.

Applicant's Name: _____

Peer's Name: _____ **School:** _____

You have been asked to make a recommendation for a student applying for the Albert Yanni Scholarship. Please give examples of things you know about the student, which illustrate the following:

Leadership:

Achievement:

Interpersonal Skills:

Motivation:

Maturity:

Peer's Signature: _____

Please return to your Principal/Technical Center Director or Counselor

Yanni Scholarship Form 7
Awards, Honors, School and Community Involvement

To be completed by the applicant. Do not exceed the space on this one page.

Student's Name: _____

List any school and community organizations you have belonged to during grades 9 to 12:

List any offices you have held in your Career & Technical Student Organization at the school, state or national level during grades 9 to 12:

List any offices you have held in other school or community organizations during grades 9 to 12:

List any awards or honors you have won as a result of your participation in career and technical education during grades 9 - 12:

List any awards or honors you have won as a result of your participation in other school or community activities during grades 9 to 12:

**Yanni Scholarship Form 8
Essay**

*To be completed by the applicant. Use this page and one additional page if needed. Do not exceed **500** words.*

Student's Name: _____

Develop and write an essay that includes, but is not limited to, the following: 1) how your participation in high school career and technical education relates to the course of study you will be pursuing in post-secondary education; 2) your career goal; 3) your plan for achieving your career goal; 4) any paid or unpaid work experience you have and how those experiences have influenced your career plans.

RATING SHEET
Applicants do not return this sheet.

*This sheet is to be completed by selection committee members. **It is included in the package for informational purposes only.***

Student: _____ Rater: _____

_____ Academic Teacher Recommendation (0 – 25 points): Total the number of points the teacher gives the applicant on the five characteristics, then add or subtract points based on whether or not the teacher recommends the student without reservation and on the teacher’s comments, but do not exceed 25 points.

_____ Technical Teacher Recommendation (0 – 25 points): Total the number of points the teacher gives the applicant on the five characteristics, then add or subtract points based on whether or not the teacher recommends the student without reservation and on the teacher’s comments, but do not exceed 25 points.

_____ Peer Recommendation (0 – 10 points): Award up to 2 points for each of the five characteristics.

_____ Awards/Honors/Activities (0 – 40 points): Based on your evaluation.

_____ Essay – Content (0 – 45 points): Based on your evaluation that the student has made a realistic career decision and has developed a workable plan for obtaining his/her career goals.

_____ Essay – Form (0 – 45 points): Based on presentation, grammar, punctuation, spelling, vocabulary and organization of the paper.

_____ Application Process - (0 - 10): For following all directions in preparing and submitting the application.

_____ Total Points

The total points of the raters will be averaged for a final score of 0 – 200 for each applicant.

Rater’s Comments: