



2018 Scholarship Workbook Home School Student Version

Home school students **are only** eligible for Germantown Volunteer Fire Company and Germantown Little League Scholarships awarded through the Germantown Community Scholarship Fund, Inc. All other scholarships administered by the GCSF Board are restricted to Germantown High School students.

To be eligible for the Germantown Volunteer Fire Company scholarship a home school student must 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 Belle, Shadow Lane
- d. East – W124 Wausaukee Road

Parts of Richfield, Town of Polk, Town of Jackson, Polk and Hubertus **are not** part of the village or town of Germantown.

Eligibility does not guarantee the award of any scholarship administered by the Germantown Community Scholarship Fund, Inc. Board of Directors.

www.gcsfund.org



2018 Scholarship Workbook

Village of Germantown Residents

Home 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, over \$2.5 million has been awarded in scholarships to 2,454 deserving seniors. Annually we receive over 100 applications from Germantown high school 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 and submit it to the Germantown High School Counseling Office as noted below.

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

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

Important Dates

- | | |
|------------------|--|
| January 2, 2018 | Application Workbooks Available through the GCSF website at www.gcsfund.org |
| February 5, 2018 | Deadline for returning application workbook to:
Mr. Perry Benz, Germantown High School Counseling Office
W180 N11501 River Lane Germantown, WI 53022 |
| April 2, 2018 | Notification of competition results to all applicants |
| May 9, 2018 | Senior Scholarship Awards Night at Kennedy Middle School Gymnasium at 7:00 p.m. Dress is business/professional. |
| January, 2019 | Scholarship recipients submit transcripts or equivalent proof of completion to receive checks from the GCSF. |

Visit our website at www.gcsfund.org

Attention Students and Parents!

Please read carefully, sign below and return with your completed work book.

I give my permission to use my picture (**enclosed**) and any pictures taken of me on the Senior Scholarship Awards Night for use by the Germantown Community Scholarship Fund, Inc. for the following purposes:

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

I understand that I must complete and submit this workbook to the Germantown High School Counseling Office by **3:00 p.m. on Monday, February 5, 2018.**

I understand that if I receive notification that I am the recipient of a full-tuition scholarship **after** I submitted my application that I am responsible for promptly notifying the Counseling Office 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: _____

I have read the following sections of the Scholarship Workbook:

- § Checklist and Instructions for Students and Parents Section (p.3)
- § Guidelines for Scholarship Eligibility (p.4)
- § Statement of Philosophy for Awarding Scholarships (pp. 5-7)

Parent's Signature: _____ Date: _____

Checklist and Instructions for Students and Parents

- Q** Read the **Statement of Philosophy for Awarding Scholarships** on page 5.
- Q** Complete all sections of the **Scholarship Workbook**. If you have questions on any section, please contact Perry Benz at Germantown High School at 262-253-3400 for assistance.
- Q** Submit a transcript listing the course you have completed toward fulfillment of your high school diploma. Course should list the title of the subject and the grade. Grades must be listed using the following scale: A, A-, B+, B, B-, C+, C, C- etc. If you have taken an Advanced Placement Coursework, please contact Mr. Perry Benz, Counselor at Germantown High School to arrange for verification of your AP enrollments.
- Q** Submit a list of six (6) instructors from whom you have received instruction in the past four years. These instructors should fill out the recommendation forms at the end of this application package. We acknowledge that you may have received your high school instruction from only one individual so the following guidelines will help you select appropriate additional evaluators.
 - Instructors of the courses you have listed on your high school transcript.
 - Instructors of music, theatre, art, athletics, religious studies for which lessons are the basis for the activity
 - Leaders of organizations with which you have served that also have a formal training program for participants, i.e. Boy Scouts, Girl Scouts, Explorers, 4H, Etc.
- Q** Submit your completed packet (application, transcript, evaluation forms) by the deadline of **February 5, 2018**.

Guidelines for Scholarship Eligibility

Students applying for scholarships must enroll full-time at a college/university or vocational/technical school 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 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 Senior Scholarship Awards Night.
 5. Scholarships will be awarded at the Germantown High School **Senior Scholarship Awards Night on Wednesday, May 9, 2018**. Recipients will be notified by mail of their award prior to this event and are required to attend in appropriate attire.
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Germantown Community Scholarship Fund, Inc.
Statement of Philosophy for Awarding Scholarships
As of January 2018

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 a legal resident of the town or village of Germantown or be enrolled at Germantown High School. 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 **are not** 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.gcsfund.org) in February each year. For non-GHS Students, their hard-copy applications must be forward to the GHS Counseling Office by the due date, and guidance staff will complete the on-line applications for them. Applicants provide information about their post-secondary education plans, high school extracurricular 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 must be reported to the high school counseling 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 Counseling 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 extracurricular 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 High School Counseling 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:

- Ø Provide the name and phone number of their Guidance Counselor to the Germantown High School Counseling Office.
- Ø 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.
- Ø Submit their application to their Guidance Counselor prior to March 9, 2018 and request that the Teacher Recommendations and Application be mailed to the Germantown High School Counseling Office to the attention of Perry Benz.

In School Section: 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 Awards Night in May. Applicants will be notified by mail in early May of the competition results. Student receiving scholarships are required to attend the Senior 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 Counseling Office at Germantown High School, W180 N11501 River Lane Road, Germantown, WI 53022 or by phone at (262) 253-3400.

SCHOLARSHIP CHECKS

Scholarship checks will be cut on behalf of the 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 Counseling Office, W180 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) 502-7254.

Scholarship Workbook

Fill in your information under each sectional heading.

Complete this section first:

Last Name
First Name
Middle Name
Address
City
State
Zip Code
Home Phone
E-mail Address

Please check any of the boxes below that apply:

Yes

Do you reside in the village or town of Germantown? (See p. 5 for criteria)

How many years did you participate in Germantown's Little League program?

College Plans

Please check one of the following boxes:

- Attend a College or University
- Attend a Vocational or Technical College
- Attend a Two-Year Business College
- Do not intend to attend college after high school

List the schools to which you have applied or been accepted

Check if "yes"

School #1 Accepted?

School #2 Accepted?

Indicate your first choice at this time:

Intended area of study (major)?

Instructor Evaluations of Student

List six (6) instructors whose rating of you (on a scale of 1 to 5) are included in your packet. (*see page 3 for instructions*)

Name and subject(s) or organization and phone number

Instructor 1

Instructor 2

Instructor 3

Instructor 4

Instructor 5

Instructor 6

Evaluation forms are attached at the back of this application workbook.

Activities

Please list organizations and/or clubs that you have participated in during the last four years of your education and an estimate of the annual hours 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 Position Held	Organization	Hours by Year				Coach/Advisor
		9	10	11	12	Coach / Advisor Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Volunteer Activities

List the volunteer/service activities in which you have participated in the community and an estimate of the annual hours of participation. Do not include teaching assistant duties, 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 Volunteer Activity boxes you must list the *Name of the Activity* and the *Advisor Name* in the Advisor Name Box. See the example below in the first line.

Volunteer Activity	Hours Worked				Advisor Name & Phone Number
	9	10	11	12	
Relay for Life	<input type="checkbox"/>	8	8	<input type="checkbox"/>	Anita Hillman xxx-xxxx
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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** and the hours worked. **Do not include co-op hours**, as they will be listed in the next section below.

Employer Name	Hours Worked				Supervisor Name & Phone
	9	10	11	12	
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Co-op Program History

Please use this section to list your employment hours that are part of the school's Co-op program and the hours worked.

Co-op Employer Name	Hours Worked				Co-op Supervisor Name & Phone
	9	10	11	12	
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Name of Evaluator

Class Taught or Activity

Year Taught/Supervised

TO STUDENT:

This rating form will become part of your application for the Germantown Community Scholarship Fund.

TO TEACHER EVALUATOR:

This evaluation will be part of the scholarship application procedure for the student named above. Please evaluate the student only on the basis of their performance within the course taught or the activity in which you supervised them.

Co-curricular, extracurricular, and service performance will be evaluated in a different manner. Please do not allow your awareness of those activities to influence this rating.

Circle **one** of the following numbers which best describes this student under your instruction. **Do not circle the space between numbers.**

- 1 Completes the minimum course or activity requirements.
- 2 Completes all classroom or activity tasks; exhibits interest in subject.
- 3 Responsibly executes assigned tasks; actively involved in classroom activities
- 4 Very responsive to classroom activity; exhibits independence in learning
- 5 Completes all the above and is distinguished by demonstrating notable leadership in coursework.

Instructor Signature

Germantown Community Scholarship Fund
Instructor Evaluation of Home School Student

Student's Name

Name of Evaluator

Class Taught or Activity

Year Taught/Supervised

TO STUDENT:

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Instructor Evaluation of Home School Student

Student's Name

Name of Evaluator

Class Taught or Activity

Year Taught/Supervised

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