

2018 Scholarship Workbook Germantown High School Student Version

www.gcsfund.org



2018 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, 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 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 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 Registration Deadline for Application Nights February 5th & 7th Application Nights for Students and Parents

Parents are to report to Room 155 and students to Room 226

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 the GCSF website at www.gcsfund.org

Attention Students and Parents!

You must leave your signed and completed workbook with GCSF volunteers 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 Scholarship 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 website
- § 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 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 have entered information from this workbook into the computer 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 § Guidelines for Scholarship Eligibility (p.4) § Statement of Philosophy for Awarding Scholarships (pp. 5-	n (<i>p.3</i>)
Parent's Signature:	Date:

REGISTRATION DEADLINE FOR APPLICATION NIGHTS: February 5, 2018

All students will be required to register for one of the scheduled **Application Nights** which will be held at Germantown High School in the computer lab, room 226. Registration appointments must be made with the Counseling Office no later than Feb 6, 2018 for one of the following sessions:

 Ø Monday, February 5, 2018
 5:30, 6:00, 6:30 p.m.

 Ø Wednesday, February 7, 2018
 5:30, 6:00, 6:30 p.m.

Checklist and Instructions for Students and Parents

Complete all sections of the Scholarship Workbook. If you have questions on any section, please contact your Counseling Office for assistance.

Register in the Counseling Office for one of the Application Nights. You must do this by February 5, 2018 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 during Application Nights. If you need special accommodations or are unable to physically enter your application, please inform the Counseling Office as soon as possible, but in any event by February 5, 2018. 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. Parents are invited to attend a financial aid and college transition program provided by David Wegener of Mount Mary University.

Application Night Agenda (Sessions begin promptly at 5:30, 6:00 and 6:30 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.

*Parents are not obligated to attend the optional information sessions in order for their student(s) to be eligible to receive a GCSF scholarship.

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 Kennedy Middle School Gymnasium, **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.

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 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.gcsfund.org) in January each year. GHS students will complete their applications on a computer in the Germantown High School computer lab, room 226. Students must register by February 5, 2018 for one of several Scholarship Application sessions offered February 5th and 6th. 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 is reported by the high school Counseling office. Students are required to list six (6) teachers who will provide a faculty rating. 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 Germantown 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

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 Night in May. Applicants will be notified by mail in early April 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) 502-7254.

SCHOLARSHIP CHECKS

Scholarship checks will be sent on behalf of the Treasurer of Germantown Community Scholarship Fund, Inc. pending verification of successful completion of one 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 previous term grades
- 2. upcoming 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.

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:

	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 □
Hov	w many years did you participate in Germantown's Little League program?	
Did	you attend MacArthur Elementary School?	
Is a	parent, grandparent, sibling, aunt or uncle a current member or veteran of any branch of the U.S. Military?	
Are	you an active member of the Kiwanis' Key Club program and have at least 2 years and 20 hours of recorded service to the program?	
Hav	e you participated in the Kickers Soccer program at the U-14 level or higher for 2 or more years and volunteered for the organization?	
Hav	e you participated as a Hawks Cheerleader for all three years of middle school?	

College Plans

Teacher of Choice

	ollege or University		
	ocational or Technica	C	
	vo-Year Business Co nd to attend college	0	
Do not inte	nd to attend conege	arter mgn school	
List the school	s to which you hav	ve applied or been accepted	
	J		Check if "yes"
School #1			Accepted?
School #2			Accepted?
Indicate your fi	est choice at this time	e: [
Intended area o	f study (major)?		
intended area o	i study (mujor):		
eacher Choic	ce		
st siv (6) High S	chool teachers you l	have contacted for a recomme	ndation (See ontio
rms on page 10	3.) Select three (3) te	achers from senior year, two (2) from junior year,
	eachers will rate you	on a scale from 1 to 5 based	on their experiences
u in class.			
enior Year Teacl	ner 1		
enior Year Teach enior Year Teach enior Year Teach	ner 2		
enior Year Teach	ner 2 ener 3		
nior Year Teach nior Year Teach	ner 2 er 3 er 1		

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

Last Name	First Name	Department
Aronow	Mike	Social Studies
Bales	Mary Beth	FACE
Baranowski	Lindsay	Foreign Language
Bauer De Ruiz	Ann	Art
Bauman	Deb	Math
Baumann	Jason	Business
Beaman	Brian	Math
Bell	Jonathan	Music
Bennewitz	Lauren	Math
Berghauer	Meridith	Science
Brooks	Jonathan	Choir
Callen	Cristel	Special Ed
Cannestra	Jamie	Math
Catalano	Jennifer	Social Studies
Chandler	Becky	Science
Collins	Cindy	ASC
Daniels	Vincent	Business
Dault(Von Haden)	Stephanie	English
Davis	Jacob	Special Ed
Davis	James	PE
Davis	Jon	Special Ed
Densing	Lisa	Speech
Dougherty	Christine	Art
Ely	Jordan	English
Fliss	Rob	Social Studies
Gliniecki	Janel	Odyssey/ILC
Griffin-Wenzel	Michelle	Science
Hammen	Pete	Business
Hanson	Cassandra	English
Harris	Marcus	Foreign Language
Hoopes	Wes	Science
Hoy	Megan	English
Johnson	Adam	Social Studies
Jones	Harris	English
Julka	John	Social Studies
Kavanaugh	Andy	English
King	Jeremy	Science
Kitze-Ward	Megan	English
Klapper	Jennifer	Math
Kohls	Keith	Tech Ed
Korek	Kelly	Math
Korek	Kent	Social Studies/AP Psychology
Kosanke	Jason	Math
Krupicka	Todd	Science
	Tom	
Kujawa		Englsih
Kurth	Lisa	Science

Last Name	First Name	Department	
Lauer	Torrey	Foreign Language	
Lillge	Carrie	Foreign Language	
Lundbohm	Sara	Special Education	
Martin	Steve	Business	
Martinez-Jolitz	Yokande	Social Studies	
McAuliffe	Keenan	Foreign Language	
McClellan	Mark	Science	
McComack	Maggie	Math	
McKay	Brittany	Special Ed	
Mehring	Tim	Tech Ed	
Milmoe	Stephanie	Phy Ed	
Monnot	Don	Math	
Nelson	Ginger	Social Studies	
Orr	Kathleen	Special Ed	
Pfeiffer	Mike	Social Studies	
Ray	Gina	Special Ed	
Reece	Jessica	Foreign Language	
Schneider	Todd	Social Studies	
Schroeder	Jake	Science	
Schubert	Scott	Special Ed	
Schumacher	Aurelia	Foreign Language	
Seramur	Diane	FACE	
Shaske	Tonya	English	
Siegert	Greg	Phy Ed	
Siegert	Marin	Phy Ed	
Solie	Carolyn	Science	
Sroka	Jennifer	English	
Stachowiak	Jon	Tech Ed	
Stoecklein	Stacy	Science	
Stone	Andrew	Music	
Stuve	Matt	Special Ed	
Suprenand	Laura	Science	
Sweeney	Jill	Special Ed	
Tautges	Erin	English	
Taylor	Lisa	Math	
Tennies	Steve	Phy Ed	
Thompson	Sarah	Special Ed	
Timm	Heidi	Special Ed	
Tummett	Jessica	Math	
Vivoda	Eric	Special Ed	
Ward	Matt	Special Ed	
Waller	Andrew	GHS Grad Center	
Whitehead	John	Social Studies	
Yarnot	Anne	Health Ed	
Zimmerman	Jennifer	Foreign Language	
Zvitkovits	Heather	English	

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 Klebesadel, 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. Note that Teaching Assistant is not a qualified activity for purposes of our scholarships.

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

Activity List			
Baseball – Boys	Japanese Club		
Basketball – Boys	Key Club		
Basketball – Girls	Math Club		
Battle Bots	Men's Chorus		
Best Buddies	National Honor Society		
Book Club	Peers for Peers		
Bowling – Boys	Pep Band/Marching Band		
Bowling – Girls	Political Club		
Chamber Choir	Ski & Snowboard Club		
Cheerleading - Fall	Skills USA		
Cheerleading - Winter	Soccer – Boys		
Cross Country - Boys	Soccer – Girls		
Cross Country - Girls	Softball		
Cup of Controversy	Spanish Honor Society		
DECA	Strategists Club		
Destination Imagination	Student Athletic Leadership Team		
Dance/Poms Team	Student Council		
Dramatic Impact	Swimming - Boys		
E.W.S.	Swimming - Girls		
Environmental Club	Tennis - Boys		
FBLA	Tennis - Girls		
First Robotics	Track - Boys		
Football	Track - Girls		
Forensics	Trap Shooting Team		
	Tri-M		
German Club	Varsity Singers (Jazz Choir)		
German Honor Society	Vex Robotics		
Germantown Power	Volleyball - Boys		
Golf - Boys	Volleyball - Girls		
Golf - Girls	Wall of Sound/Color Guard		
Gymnastics			
Hockey	Wrestling		
Intramurals	Yearbook/Annual		

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	
Activity (these will be drop down boxes in the computer)	9 10 11 12	! !
]
]
]
]]
]
		1
		1
		I
		I
		1
]
]
]
]
]
	10000]

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 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 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 <u>Volunteer Activity boxes</u> you must list the *Name of the Activity* and the *Advisor Name* 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 <u>September through May</u>. 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 e	mployment hours that are	e part of the school's Co-op program.
Co-op Employer Name	Hours Worked 9 10 11 12	Co-op Supervisor Name & Phone

Parent Interest Form

The Board of the Germantown Community Scholarship Fund, Inc. is pleased that your child is participating in the 2018 scholarship competition. Historically we have received over 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 consider **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, Counselor, at (262) 502-7254 if you have any questions.
- 2. Parents are encouraged to attend one of the optional 30 minute **Parent Information Sessions** held concurrently with your child's participation in one of the Application
 Nights. These dates are February 5th and 7th, 2018 at 5:30, 6:00 and 6:30 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 <u>is not</u> considered in the ranking of scholarship recipients.

Parent Last Name	Parent First Nan	ne	
Street Address	City	State	Zip
Home Phone	E-mail Address		

Help support the activities of the board of the Germantown Community Scholarship Fund, Inc. by indicating your interest in participating in any of the following ways: (*Check as many as you wish*)

- **Contact** me about volunteering to **serve on the GCSF**, **Inc. Board of Directors or a committee**.
- **q** Contact me in the fall regarding the **purchase of tickets to the 2019 Dinner Auction**.
- Contact me regarding an individual or company **cash or item donation to the 2019 Auction**. Donations are recognized in the auction booklet and may be tax deductible.
- **Q** Contact me regarding a contribution of at least \$1,000 to name an individual or company sponsored scholarship.

Parent Interest Form Rev. 1/2