

Identification of people providing references: *(List two persons from whom you have requested a letter of reference. These people should know you well, and one must be from a current or former teacher in an academic subject and the other should preferably be from a current employer, if any, or another teacher.)*

a. Name: _____
Title: _____
Length of time known: _____
Address: _____
E-mail Address (if known): _____
Phone: _____

b. Name: _____
Title: _____
Length of time known: _____
Address: _____
E-mail Address (if known): _____
Phone: _____

Applicant Name: _____

AWARDS AND HONORS

List your top three awards and honors you have received and briefly explain their significance. Attach an additional sheet if necessary.

Award/Honors	Significance	Date Received

SCHOOL INVOLVEMENT

Please list the top three school-related activities in which you have participated. Attach an additional sheet if necessary.

Activity	Honors and/or Positions Held	Dates of Involvement	Hours per Month

COMMUNITY INVOLVEMENT

Please list the principal community activities in which you have been involved. Attach an additional sheet if necessary.

Activity	Honors and/or Positions Held	Dates of Involvement	Hours per Month

EMPLOYMENT

Beginning with your present or most recent job, list your employment history.

Employer	Position	Dates of Employment	Hours per Week

Applicant Name: _____

CERTIFICATIONS AND AUTHORIZATIONS :

CERTIFICATION OF NON-RELATIONSHIP

I certify that I am not related to any member of the Board of Directors, officer, or employee of the Foundation. I understand that, if I am disqualified for misrepresenting my relationship with any of the aforementioned or for any other reason, I will not be eligible to receive and may forfeit any scholarship award from the Foundation.

AUTHORIZATION TO USE INFORMATION, NAME, AND LIKENESS

I understand that the Foundation requires the right to use my name and likeness, as well as information from my scholarship application, personal statements, letters of recommendation and any document submitted by me to the Foundation as part of its publicity about the Foundation and its programs. I hereby authorize the Foundation to so use my name and likeness, as well as information from my scholarship application, personal statements, letters of recommendation and any document submitted by me to the Foundation, in its sole discretion.

CONSENT AND AUTHORIZATION TO OBTAIN INFORMATION

I hereby acknowledge and represent to the Foundation that I have read the criteria, instructions, and conditions for the 2012 Scholarship Program and the related application materials. I hereby consent to and authorize the Foundation to request and obtain information relevant to my scholarship application from my educational institution and persons providing references. I waive my right to privacy of this information to the extent of this Consent and Authorization. I release and hold harmless the Foundation and its directors, officers and employees from any claims, damages, or liability whatsoever as a result of the disclosure to or use by the Foundation of any such information. I also acknowledge and agree that, if any information contained in my scholarship application is not true, complete, and accurate, or if material information has been omitted, I could be disqualified from receiving, and/or forfeit, any scholarship award from the Foundation. I further agree and acknowledge that all decisions by the Foundation to award scholarships are made in the sole discretion of the Foundation, and all decisions are final.

CONSENT AND AUTHORIZATION TO CONTACT COLLEGE/UNIVERSITY

I hereby consent to and authorize the Foundation to communicate with the financial aid office of the educational institution that I will be attending for all matters related to the administration of the scholarship award from the Foundation.

REQUIRED SIGNATURES :

All of the information I have provided in this application is accurate and complete and is subject to verification by the Chelsea Oliver Foundation, Inc. at its sole discretion. By execution below, I (1) agree to promptly provide all documents requested by the Chelsea Oliver Foundation, Inc. to verify the information I have provided in this application, and (2) acknowledge that I have carefully reviewed the certifications and authorizations above and certify, authorize and consent as stated above. I agree that failure to provide any requested documents may result in my ineligibility for a scholarship award or the revocation of my award.

Chelsea Oliver Foundation, Inc.
TEL 716-228-2258
PO Box 1798
Amherst, NY 14226
ccraft@buffalo.edu

Student Signature: _____ Date: ____/____/____

Parent or Guardian Signature: _____ Date: ____/____/____

Notification will be e-mailed by June 2013 to the e-mail address provided. Awards will be sent directly to college financial aid offices after the Chelsea Oliver Foundation, Inc. receives verification of admission and enrollment.

APPLICATION CHECKLIST

A correctly prepared application packet facilitates the review process and increases your chance for an award. It is your responsibility to ensure that the application is complete before submitting it to the Foundation. It is the applicant's responsibility to ensure that all references are submitted by the deadline so that his/her application may be properly processed.

Did you remember to ...

Complete and sign the enclosed application form?

Include an OFFICIAL copy of the required transcripts?

Include a copy of your school admissions letter from the educational institution where you plan to enroll? You may supplement your application with a copy of the admissions letter if the letter will be received after the submission of your scholarship application to the Foundation.

Include your SIGNED and DATED personal statements (each typed essay should be no longer than 500 words)?

Include proof of U.S. citizenship or legal residency, such as a copy of a birth certificate or a passport?

Please ask the people providing your reference letters to send their letters directly to the Foundation. However, it is your responsibility to ensure that the letters arrive at the Foundation by the April 27, 2013 deadline. A complete application file must contain two letters of reference (one must be from a current or former teacher in an academic subject and the other should preferably be from a current employer, if any, or another teacher) with the enclosed confidential letter of reference forms.

Please send (postmarked by May 18, 2013) the complete, signed application package, including all attachments and supplements (except for the reference letters) to:

Chelsea Oliver Foundation, Inc.
2012 Memorial Scholarship Award
PO Box 1798
Amherst, NY 14226
716-228-2259
ccraft@buffalo.edu

Chelsea Oliver Foundation, Inc.
TEL 716-228-2258
PO Box 1798
Amherst, NY 14226
ccraft@buffalo.edu

Chelsea Oliver Foundation, Inc.
2013 Scholarship Application
EVALUATION FORM TO BE ATTACHED TO REFERENCE LETTER

Dear Evaluator,

We appreciate your time in completing this evaluation form and writing a reference letter for the candidate's application for a scholarship grant from our foundation. Each year, we receive many evaluation forms and reference letters, and unfortunately, most do not help our scholarship committee gain any significant insights into the applicant. Many evaluators rate their candidates at very high levels that are not consistent with the candidates' other records. For example, we may receive a rating of "Truly Exceptional" for all categories for a candidate with an average GPA and average test scores. Most reference letters contain only general, conclusory statements such as, "John is one of the best students I have ever taught," without providing any examples or particular insights to us as to why John is one of the best students. While we understand that reference providers are reluctant to share anything that may be perceived as negative, we give a great deal of consideration to a balanced and thoughtful evaluator. Our scholarship committee has a very difficult task of picking the scholarship recipients out of many applicants, and we hope that you will provide an accurate and balanced evaluation and reference letter so that we may better assess your candidate. Again, many thanks for taking the time out of your busy schedule to assist this young person in his/her quest to obtain a college education.

Cheryl Craft
 President

Name of candidate: _____

How long have you known the candidate? _____

In what capacity do you know the candidate? _____

In the rating chart below, please evaluate the applicant in comparison with other students whom you have known (check one column for each row):

	Truly Exceptional (top 1%)	Outstanding (top 10%)	Good (top 25%)	Average (top 50%)	Below Average	No Basis to Evaluate
Intellectual ability						
Maturity						
Character						
Leadership qualities						
Resourcefulness and initiative						
Motivation to pursue excellence						
Adaptability to new situations						
Perseverance						

Date

Signature

Name, Position, Institution

***Please mail this form and letter of reference directly to the Chelsea Oliver Foundation, Inc. PO Box 1798
 Amherst, NY 14226. You may also e-mail a scanned copy to ccraft@buffalo.edu.***

Please attach to this form a letter of reference in which you provide a detailed narrative of your evaluation of the candidate's traits in the categories listed above. If you rate the candidate as "Truly Exceptional" in any category, please provide details or specific examples to support that rating.

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Date
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