



2012 CTC Tools of the Trade Award

Purpose: The CTC Tools of the Trade award is for students who are attending college or other types of technical training following high school or going directly into the work force. Scholarship awards are for tools or other physical materials required for school or employment.

Amount: \$500 (Number of awards will be based on the total # of qualifying applicants.)
The highest scoring applicant will receive a larger award.

Eligibility:

- B- or better average in your CTC program
- Earned full credit for first semester of 2011-2012 school-year
- Attended CTC for the full 2011-2012 school-year in one of the following programs:
- Agriscience, Auto Body Repair, Automotive Technology, Building Trades SW, Construction Trades, Culinary Arts, Electrical Occupations, Precision Machining Technology, Power Equipment Technology, Skilled Trades, Visual Imaging Technology, Web Programming & Design or Welding.

Requirements:

- Complete the application online at
<http://www.tbactc.org/documents/TOOLSOFTHETRADEPACKET.pdf>
No handwritten applications will be accepted.
- Two letters of recommendation (may use CTC Recommendation form)
- Copy of your resume
- Attach all documents to the cover sheet (see web page above)

Due: Applications must be turned into Student Services by 3:00 p.m.

Friday, March 23, 2012

Late or incomplete applications will not be considered.

Interviews:

After reviewing all applications, an interview will be scheduled for qualified applicants. Interviews will be scheduled on **Thursday, April 19 and Friday, April 20, 2012**. At the interview, you will be asked to give a short (5 minute) presentation demonstrating a skill you have learned in your CTC program. Professional dress and demeanor are an important part of your interview.

Website: All necessary award application materials are available on the Career-Tech Center website at: www.tbactc.org/general-info/scholarships.asp

If you apply for this award, you may not apply for the CTC Academic Scholarship. For questions or further information contact:

Carol Smith	231.922.6281	csmith@tbaisd.k12.mi.us
Kris Wendland	231.922.6278	kwendland@tbaisd.k12.mi.us



2012 CTC “TOOLS OF THE TRADE” AWARD APPLICATION

Please complete form:

Applicant’s Name _____ Home Phone _____

Mailing Address _____
Street City Zipcode

CTC Program _____ Home High School _____

In the chart below please list any of the following activities you have been involved in from grades 9-12:

- Employment: jobs, work experience or co-ops
- Awards, honors or certificates you have received
- Community service activities
- Participation in organizations at school or in the community
- School activities you have been a part of such as sports, music, or theater

Name of Business/Award/Organization/Activity	Description of work/award/activity	When/how long?

Along with this application you must include the following:

- **Two letters of recommendation or CTC Scholarship Recommendation forms**
 one must be from your CTC program instructor or paraprofessional
 one from your employer, or an adult (NOT A RELATIVE).
 Only one letter from a CTC staff member.
- **An updated copy of your student resume**

Applications must be submitted to Student Services by 3:00 p.m. **March 23, 2012**. Interviews will be held April 19 and 20, 2012. You will be notified of your interview time.

Applicant’s Signature

Date

*Students who submit late or incomplete applications or do not have qualifying cut scores, will NOT be granted an interview.

2010 CTC Tools of the Trade Award Cover Sheet

Name: _____

Program: _____ AM PM

Please attach this sheet and return with the following documents:

- Tools of the Trade Application**
 - Completed online and printed
 - Signed and dated

- Two letters of recommendation or CTC Scholarship Recommendation Forms**
 - One from your CTC instructor or parapro
 - One from an adult outside of CTC who is not related to you.

- Resume - updated in 2012**
 - Including technical skills/certifications, awards and honors, Co-op or work experience and your career goal(s).

Please turn this sheet with ALL required documents by:

Friday, March 23, 2012 - 3:00 p.m.

Late or incomplete applications will not be accepted

Office Use Only

Date turned in: _____ Time: _____

Received by: _____



2012 CTC “TOOLS OF THE TRADE” AWARD RUBRIC

Applicant’s Name _____

CTC Program _____ Home High School _____

Application - 50 points

CTC Grade = _____ Work Ethic Grade = _____ # of Absences= _____

CTC Grade	Points	Work Ethic Grade	Points	Absences	Points
A	10	A	10	0	10
A-	8	A-	8	1	8
B+	5	B+	5	2	6
B	3	B	3	3	4
B-	1	B-	1	4	2
				5	1

Total points for grades/attendance (from chart above) _____

Additional points awarded to second-year students (A/A- 10 pts.; B+/B - 7 pts.; B-/C 1pt.) _____

Employment, Co-op jobs, volunteering, awards and honors from 9th to 12th grade
(10 points possible) _____

Interview/Presentation - 50 points

Professionalism- appearance and demeanor - 10 points _____

Interview question - 10 points _____

Project Presentation - 30 points total

1) Preparation- materials, procedure sheet, handouts - 10 points _____

2) Content - organization, clear explanation of project - 10 points _____

3) Knowledge - able to answer questions about the project - 10 points _____

Points for Application _____

Points for Presentation _____

Total Points _____



CTC Scholarship/Tools of the Trade Recommendation Form

Student: _____ CTC Program: _____

Person completing form: _____ Position: _____

How long have you known the applicant? _____

In what capacity? _____

Please rate the applicant on the following items:	Never	Occasionally	Sometimes	Almost Always	Always
Is reliable and trustworthy					
Meets deadlines					
Works well with others					
Takes initiative					
Follows directions					
Attends school regularly					
Shows pride in work					
Grooming/dress is appropriate					
Demonstrates proficient technical skills					

Write a short paragraph explaining why you are recommending this student for a Career-Tech Center Scholarship.

Signature _____ Date: _____