TBA ISD CTC CAREER-TECH CENTER

January, 2010

Dear TBAISD CTC "Tools of the Trade" Award Applicant:

The "Tools of the Trade Award" has been established to recognize outstanding students who are planning to go directly to work or to a technical school and require a set of specific tools to accomplish their goal. This award is available to students who meet the following requirements:

- **Must be enrolled in one of the following programs at CTC**: Agriscience, Auto Body Repair, Automotive Technology, Construction Trades, Culinary Arts, Electrical Occupations, Precision Machining, Power Equipment, Skilled Trades, ViT or Welding for the full 2009-10 school year.
- **Must have a first semester grade of B- or better in your CTC program.**
- **Must have earned full credit as per CTC attendance policy.**

To apply for the scholarship, please complete the following:

1) Go to www.tbactc.org , click on scholarships, and open the CTC Scholarship application. **Complete the form online**, then print it and sign it. It can be saved to the computer or flashdrive.

2) Two personal recommendations. This can be a letter of recommendation or you may use the attached CTC Scholarship Recommendation form, which is also available online at www.tbactc.org. One recommendation **must** be from your program instructor or parapro; the other must be from an adult outside of CTC who is not related to you.

3) A copy of your updated resume including the following information: technical skills, special awards or honors, extra curricular activities, co-op or work experience and your career goals.

4) Attach the Tools of the Trade Cover sheet to all of your documents (available online at www.tbactc.org.)

******Completed applications are due by 3:00 p.m. on March 26, 2010. ******

After reviewing the applications, if you qualify, you will participate in a short interview with the scholarship committee. You will be scored on your professional appearance and will be asked to talk about a technical skill you have learned in your program. You are encouraged, but not required, to bring a portfolio to the interview. The committee will be interested in your achievements in the following areas: academic, technical, community service, leadership, extra-curricular activities, work experience and your career goals and future plans. Interviews will be held on **Tuesday, April 20, 2010**.

Your work ethic, grades, attendance and disciplinary record will be taken into consideration when determining the awards. The scoring rubric for scholarship awards can be viewed online. If you need any assistance with your application, or would like assistance with interviewing skills, please contact the Student Services Office or see your CTC counselor.

Students who do not meet eligibility requirements, or submit a late or incomplete application will not be considered for the scholarship.

Sincerely,
Mrs. Carol Smith 231.922.6281 (csmith@tbaisd.k12.mi.us)
Mrs. Kris Wendland 231.922.6278 (kwendland@tbaisd.k12.mi.us)