



2018 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 to be used for tools or other physical materials required for school or employment.

Amount: \$500 - \$1,500

Eligibility:

- Senior (Early College students may apply.)
- B or higher grade in CTC program for first semester, 2017-18.
- Received full credit for first semester of 2017-2018 school-year
- Attended CTC for the full 2017-2018 school-year.

Requirements:

- Complete the application online at www.tbactc.org/general-info/scholarships.asp
No handwritten applications will be accepted.
- Two letters of recommendation (may use CTC Recommendation Form)
- Current resume

Attach all documents to the cover sheet when submitting your application.

Due: Applications must be turned into Student Services by 3:00 PM
Friday, March 16, 2018

Late or incomplete applications will not be considered.

Interviews:

After the selection committee reviews all applications, an interview will be scheduled for qualified applicants. Interviews will be scheduled on **Monday, April 23 and Tuesday, April 24, 2018**. At the interview, the applicant will be asked to give a short presentation demonstrating a skill the applicant learned in the CTC program. Professional dress and demeanor are an important part of the interview.

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

A student, applying for this award, may not apply for the CTC Academic Scholarship. For questions or further information, contact:

Kris Wendland	231.922.6278	kwendland@tbaisd.org
Barry Bialik	231.922.6281	bbialik@tbaisd.org

2018 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 CTC instructor or parapro
 - One from an adult outside of CTC who is not related to applicant.

- Resume - updated in 2017-2018**
 - Include technical skills/certifications, awards and honors, co-op or work experience and career goal(s).

Please turn this sheet with ALL required documents by:

Friday, March 16, 2018 - 3:00 PM

Late or incomplete applications will not be accepted

Office Use Only

Date turned in: _____ Time: _____

Received by: _____



2018 CTC TOOLS OF THE TRADE AWARD APPLICATION

Please complete form:

Applicant's Name _____ Home Phone _____

Mailing Address _____
 Street City Zip Code

CTC Program _____ Home High School _____

In the chart below, please indicate involvement in the following areas from grades 9-12:

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

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

Applications must be submitted to Student Services by 3:00 p.m. **March 16, 2018.*** Interviews will be held April 23 and April 24, 2018. Applicant will be notified of interview time.

Applicant's Signature

Date

* Students, submitting late or incomplete applications or not having qualifying cut scores, will NOT be granted an interview.

TOOLS OF THE TRADE

Question 1:

List the item(s) you would purchase if you were awarded a \$500 scholarship.

ITEMS TO PURCHASE	COST (rounded to dollar)
Subtotal	
6% Tax	
Total	

Question 2:

Explain why you selected the items listed and how you will use them to meet your career goal (200 word minimum).

2018 CTC TOOLS OF THE TRADE AWARD RUBRIC

Applicant's Name _____

CTC Program _____ Home High School _____

Application – 60 points

CTC Grade = _____

of Absences= _____

CTC Program Grade	Points
A	10
A-	8
B+	6
B	4

Absences	Points
0	10
1	8
2	6
3	4

Points for grades/attendance (20 points) _____

Additional points awarded to second year students: C or higher from 2016-17 (5 points) _____

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

Letter of Recommendation from CTC Instructor (5 points) _____

Letter of Recommendation - Outside CTC (5 points) _____

Essay Question 1 (5 points) _____

Essay Question 2 (5 points) _____

Resume (5 points) _____

Total _____

Interview/Presentation - 40 Points

Professionalism- appearance and demeanor – 10 _____

points Interview question – 10 points _____

Project Presentation – 20 points total _____

1) Preparation- materials, procedure sheet, handouts – 5 points _____

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

3) Knowledge – able to answer questions about the project – 5 points _____

Points for Application _____

Points for Presentation _____

Total Points _____



CTC Scholarship Recommendation Form

Student: _____

Person completing form: _____ Position: _____

How long have you known the applicant? _____

In what capacity? _____

1. List three characteristics you would consider the applicant's greatest strengths:

2. Please describe the applicant's technical, academic, and/or workplace skills:

3. How would you describe the applicant's work ethic?

4. Is there any additional information you can provide to support this candidate's application for a scholarship?

Signature _____ Date: _____