

W E L C O M E

Thank you for your interest in the City of Commerce Scholarship Program. The Commerce City Council is dedicated to promoting education in the community and is happy to help make a college education more available to you. Studies indicate that a college education helps adults to earn more. According to the Bureau of Labor Statistics, earnings for both males and females, increases with education. Among people age 25 years and older, median weekly earnings generally increase with greater levels of educational attainment. In 2016, those with less than a high school diploma had the lowest median weekly earnings, at \$504. Earnings were highest for people with at least a bachelor's degree—\$1,156 for those with a bachelor's degree, \$1,380 for those with a master's degree, \$1,745 for those with a professional degree, and \$1,664 for those with a doctoral degree.

The City of Commerce Scholarship Program began in 1980. In its earliest years, donations were given from local civic organizations and service clubs. Scholarships ranged from \$50 - \$300. The program proved to be very successful and well received. Before long, contributions began coming in from the business community, as well as from civic groups. Scholarships increased both in the size of the award and in the number given. In 2023, scholarships ranging from \$500 - \$5,000 were awarded to 58 Commerce residents.

Information for the 2024 City of Commerce Scholarship is provided on the following pages. Please review the instructions carefully before submitting the enclosed application form and documents. It is very important that you complete and submit all requested materials. The application form and documents must be mailed or emailed on or by **Thursday, April 18, 2024**. You may mail your complete application to the Commerce READS Center, 5655 Jillson Street, Commerce, CA 90040. If you are emailing your application, it should be sent to CommerceScholarship@ci.commerce.ca.us. We encourage you to submit your application early and not wait for the last day. You will be notified via email that your application was received. If you submit an application and do not hear from us within a week please contact us. Interviews will be held on **Friday, June 14, 2024** and **Saturday, June 15, 2024**. You must be available for an interview on any of those days.

As the applicant, it is your responsibility to inform us if one interview date is better than the other with the understanding that we cannot guarantee the preference.

For more information please call (323) 722-6660 ext. 2822 or email CommerceScholarship@ci.commerce.ca.us.



CITY OF COMMERCE SCHOLARSHIP PROGRAM

REQUIREMENTS & ELIGIBILITY

- * Must be a **current** resident of the City of Commerce for at least one year. You must present a valid City of Commerce Resident Card and California Identification (Driver's License or I.D.)**. A copy of the two forms of ID must be submitted with the application and, if awarded, they will need to be presented to receive the award check. **High school students who do not have a California Identification can submit their **current** school ID.
- * Applicants must be attending an accredited college or university where they are working towards an Associate's, Bachelor's, or Post Graduate degree.
- * Official **sealed** copy of current school transcript. **Address on school transcript must match Commerce address on resident card.** **Official sealed transcripts** can be mailed directly to the office: Commerce READs Center, 5655 Jillson Street, Commerce, CA 90040 or included in your application package. School officials can email transcripts directly to CommerceScholarship@ci.commerce.ca.us.
- * Undergraduate students currently attending a college/university must be carrying 12 or more units (Full-time status). Post-graduate students do not need to carry full-time status.
- * **City of Commerce Employees who are residents are ineligible to apply.**
- * All students must provide proof of college/university acceptance clearly establishing financial need for next term.
- * Undergraduate students must have an overall grade point average of 2.0 if they are currently attending or plan to attend a community college, or 2.5 if they are currently attending or plan to attend a university or four year college. Post-graduate students must have an overall grade point average of 3.0.
- * If you have volunteered for **more than 24 hours in the last calendar year**, please provide a letter from the program director where you volunteered.
- * **If an applicant falsifies any official documents (e.g. school transcript), that applicant will be barred from applying to the City of Commerce Scholarship Program in the future.**
- * Be advised Letters of Recommendation should be current (no older than two years).
- * **Complete** application information (see below) **must** be received on **Thursday, April 18, 2024**
 - A. Checklist Form completed and signed.
 - B. Application Information Form completed and signed.
 - C. Financial Analysis Sheet completed and signed.
 - D. Autobiographical Essay
 - E. Two (2) Recommendation Forms with letters attached. **(Must be in English.)**
 - F. Proof of University acceptance.
 - G. An official & **sealed** copy of current transcript
 - H. Volunteer Letter if applicable. **(Must be in English.)**
 - I. A copy of a **current** Commerce Resident Card **and** California I.D. ** (see above).
 - J. W-9 Form

- * Applicants must be available for interviews on the following days **Friday, June 14, 2024 and/or Saturday, June 15, 2024**. Although applicant will only interview on one day they need to be available for all listed days until notified by letter of day and time of the interview. We will do our best to accommodate your preferred date but can not guarantee the day will be granted.
- * **As the applicant, it is your responsibility to inform us if one interview date is better than the other. Failure to be available for an interview will disqualify you.**

NO EXCEPTIONS!

- **Failure to submit all requested materials by the deadline will disqualify you.** If you have questions or concerns please email CommerceScholarship@ci.commerce.ca.us.

HOW THE SELECTION WILL BE MADE:

Applicants will first be scored on the complete application, then on their verbal presentation.

Verbal and written presentation will be scored by an unbiased panel of individuals from the City of Commerce industrial community and networking agencies.

Award of Scholarship will be based on those with the highest score and highest unmet financial need.

IMPORTANT DATES:

- * Deadline to turn in the application is on **Thursday, April 18, 2024**
- * Interviews will be held on **Friday, June 14, 2024 and Saturday, June 15, 2024.**

Email Mentoring Program

All past and present scholarship recipients are being asked to participate in this program. It is a great way for you and others to contact college students who are attending the same college you do. All we need is your permission to add:

- * your name
- * the name of the college you attend
- * when you will graduate
- * your college major.

To access the list, please go to cocpl.org and click on "Scholarship Brochure".

City of Commerce Scholarship Program



CHECKLIST

Your application form and documents must be received at the City of Commerce Public Library or Commerce Literacy Center on: Thursday, April 18, 2024.

NO EXCEPTIONS! Early submissions are encouraged.

I have attached the following:

- Applicant Information Form.
- Financial Analysis.
- Autobiographical Essay.
- An official **sealed** copy of current transcript.
- Two (2) Recommendation Forms.
- Two (2) Letters of Recommendation.
- Proof of University acceptance.
- Volunteer Letter if applicable.
- A copy of a **Valid** Commerce Resident Card **and** California I.D.** (See requirements)
- W-9 Form

I am responsible for notifying the City of Commerce if there are any changes to my application (change in school, financial need, etc.) I will send the changes to CommerceScholarship@ci.commerce.ca.us

I am available for an interview on Friday, June 14, 2024 and/or Saturday, June 15, 2024.

(All correspondence regarding the Commerce Scholarship will be emailed.)

If you have a preference for a day please let us know by circling the day you would prefer but do understand we can not guarantee that you will be given that day.

*****Applicants must be available for interviews on dates noted above.***

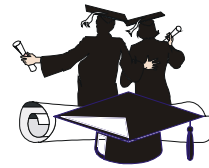
THERE WILL BE NO EXCEPTIONS!

Please sign this form before submitting application and making sure that all paperwork is submitted.

Print Applicant's Name: _____

Applicant's Signature: _____

Received by Staff Signature: _____ Date: _____



AUTOBIOGRAPHICAL STATEMENT

In essay form, please respond to as many of the following questions and prompts as is applicable to your situation, and/or experience:

- ❖ State your career goals. Where do you see yourself in five (5) years?
- ❖ Work, volunteer and extra-curricular experience in and out of the City of Commerce. If in the **last calendar** year you have volunteered for a total of **24 hours** or more, please provide a letter from the director of where you volunteered to receive a point towards the evaluation of your scholarship application.
- ❖ Who or what has influenced and motivated you the most to pursue a college degree and why?
- ❖ How would receiving a scholarship from the City of Commerce help you in achieving your academic goals?
- ❖ Briefly discuss your academic ability or potential.
- ❖ Please tell us about yourself. Is there something in particular that you would like to be considered?

The questions appear in no particular order and you are not obligated, of course, to respond to every question. Your essay must:

- ❖ Be typed with a 12 point font.
- ❖ Be double-spaced.
- ❖ Be coherent and well organized.
- ❖ Be in the first-person.
- ❖ Be no more than 3 pages.

***Please refer to the essay guide provided in the scholarship packet.**

AUTOBIOGRAPHICAL ESSAY GUIDE

This guide is to help you write an essay that is well-organized, well-thought out, and clearly addresses the questions and prompts being asked:

As you write your essay, keep these points in mind.

Structure: Your essay should give the reader a sense of who you are and how your particular life experiences have contributed to where you want to go. Does your essay reveal your personality? Are the sentences arranged in a logical order? Does the conclusion summarize the main ideas of the essay? Remember, this essay is autobiographical, so be sure to use the first-person (I...).

Incidents: If you include life experiences or situations, they should be specific and not generalized. Each experience should help show your character traits in the essay.

Significance: The experiences or situations you include in the essay should address the questions and prompts being asked. They should bear significance and support your career and personal goals.

Organization: Your essay should be written like a story is being told. The “story” should be told by weaving personal experiences and statements, description, and significance throughout.

Transition Words: Transition words can help a paragraph connect to the next paragraph; they help to guide the reader from one idea to the next. Below are some transition words and when they can be used.

- ◆ **If you are adding additional information, you may use these transition words:**
- ◆ As well as, and, additionally, furthermore, also, too, in addition, another, besides, moreover

- ◆ **If you are listing in order of importance, you may use these transition words:**
- ◆ First, second, etc..., next, finally, more importantly, more significantly, above all

- ◆ **If you want to indicate a result or effect, you may use these transition words:**
- ◆ As a result, thus, consequently, eventually, therefore

- ◆ **If you want to list or order or sequence events, you may use these transition words:**
- ◆ First of all, meanwhile, followed by, then, next, before, after, last, finally, one month later, one year later, etc.

On the backside of this page is a rubric, or checklist, for you to use as you are editing your essay. The columns are numbered from 5 to 1. A “5” in any particular area means that it is clear and that you have successfully conveyed your thoughts to paper. A “1” means that it is unclear and that it needs to be edited.

This guide was created to help you write a strong and successful autobiographical essay.

	5	4	3	2	1	
Organization	My story has a strong lead that develops interest; a developed body that leads to a satisfying ending that provides closure. The essay flows like water.	My story has either a strong beginning, a developed body or a satisfying ending, but not all three. Maybe the body drags on too long or the ending is sudden.	My story moves through the beginning, middle and end in a logical order. My essay takes the reader on a nice walk, not an exciting one.	My organization is rough but workable. My story may get off topic once or twice.	My story is disorganized and lacks direction.	I didn't write enough to give the reader a clear picture.
Paragraphs	I indented the beginnings of all paragraphs and have one topic per paragraph. I wrote more than 5 paragraphs.	I indented the beginnings of all paragraphs and have one topic. I wrote 5 paragraphs.	Some of my paragraphs are too long or not indented. I wrote at least 5 paragraphs.	I have several problems with paragraphs and/or I wrote less than 5 paragraphs.	I use incorrect paragraph format and/or I wrote less than 5 paragraphs.	I didn't write enough to judge.
The point	My paper reveals important insight about my goals and hopes for a college degree. The topic flows throughout the essay.	I reveal insights gained from my life experience, but my essay does not flow.	I describe relevant feelings or ideas, but I don't have a central insight or lessons learned.	I describe a few feelings or ideas, but they aren't well connected to the essay as a whole.	I don't share my feelings, insights or lessons learned. My essay seems to have no point.	I didn't write enough to judge.
Conventions	I use the first person form, and correct sentence structure, grammar, punctuation and spelling.	My mechanics (grammar and punctuation) are good. Errors may be from trying to say things in new or unusual ways.	I generally use the correct sentence structure, grammar, punctuation and spelling	I make frequent errors that are distracting but do not interfere with meaning.	Numerous problems with grammar, spelling, etc. They make it hard to read my story.	I better get busy!

CITY OF COMMERCE SCHOLARSHIP PROGRAM

Application Information Form

1. Name: _____
2. Address: _____ Zip Code _____
3. How many years have you lived in the City of Commerce? _____
4. Date of Birth _____
6. Home Phone # _____ 7. Cell Phone # _____
8. Email Address: _____
9. College/University: _____
10. Class Level for **Fall 2024** (Check One)
 Freshman Sophomore Junior Senior Postgraduate
11. High School Attended: _____
12. Are you employed by the City of Commerce? (Check One) Yes No
If yes, please review the requirement & eligibility form in this packet.
13. Do you possess an Individual Education Plan (IEP)? (Check One) Yes No
14. Are you the first member of your family to attend college? (Check One) Yes No
15. Have you applied for the Commerce Scholarship before? (Check One) Yes No
16. Would you like to be added to our email mentoring program (Check One) Yes No
Database? (Please see enclosed information about this program.)
17. College Major/Career Objective: _____

I understand my photograph will be taken and used to announce winners and to promote the City of Commerce Scholarship Program in the future. I certify that all statements made in this application are true and complete. Furthermore, I agree and understand that any misrepresentation or omission of a material fact may be justification for rejection of my award. In addition, any falsification of official documentation will bar me from applying to this scholarship in the future.

Signature of Applicant

Date

Signature of Parent or Guardian (If applicant is under 18 years of age)

Date

FINANCIAL ANALYSIS SHEET

College/University (Attending or Applying to)

Semester

Quarter

COST ANALYSIS

Registration per Year (include all semesters/quarters for the year) _____
Books/Fees per Year (Estimate) _____
Housing (Dorms/Rent) _____
Total Annual Cost: _____

AWARDS/FINANCIAL AID ASSISTANCE

Have you applied for Financial Aid? Yes No

* If yes, amount of Awards:

Grants: _____
Loans: _____
Work Study: _____
Total: _____

FOR OFFICE USE ONLY

Cost: _____

Awards: _____

Unmet Need: _____

Have you applied for other scholarships? Yes No

Names and Amounts of Scholarships awarded:

Total: _____

* If you are receiving financial aid, you must sign the following:

*As a financial aid recipient, I am aware that I must report all awards, scholarships and income to the University I am attending. **I accept that the judges' award decisions are final.** Furthermore, I understand that as a graduate student, the amount I may be awarded will not exceed \$2,500.*

Applicant's Signature

Date



City of Commerce Scholarship Program

Recommendation Form



Name of Scholarship Applicant: _____

To the Individual Completing This Form:

Date: _____

The person whose name appears above has applied for a City of Commerce Scholarship. The selection committee would appreciate your answering the questions below in a specific and candid manner, noting particular incidents which illustrate his/her maturity, initiative and academic potential to succeed in college. Please understand that your recommendation may be made available for inspection at the student's request according to the Family and Educational Rights and Privacy Act of 1974 and related laws and regulations.

Your Name: _____ Position: _____

School/Organization _____ Phone # _____

Address: _____

Explain comments by using complete sentences; avoid short responses such as "yes" or "no". If your relationship with the applicant does not allow you to make an evaluation of any item, please indicate "N/A" or not applicable.

1. How long have you known the applicant? _____ years _____ months

Under what circumstances?

2. Based on your knowledge, how do you rate the applicant's skills, characteristics and motivation?

Please indicate on line provided:

	<u>Outstanding</u>	<u>Above Average</u>	<u>Average</u>
A.) Academic Achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.) Has Positive Self-Image	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.) Demonstrates Leadership Capability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D.) Is Highly Motivated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E.) Has Potential for Growth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Please attach a letter of recommendation to this form. If applicable, please submit letter using formal letterhead.

Letter should respond to the following:

- * What is your assessment of the student's potential and motivation to succeed in college?
- * What qualities come to mind that best describe the applicant?



City of Commerce Scholarship Program

Recommendation Form



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To the Individual Completing This Form:

Date: _____

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Explain comments by using complete sentences; avoid short responses such as "yes" or "no". If your relationship with the applicant does not allow you to make an evaluation of any item, please indicate "N/A" or not applicable.

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Under what circumstances?

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	<u>Outstanding</u>	<u>Above Average</u>	<u>Average</u>
A.) Academic Achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.) Has Positive Self-Image	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.) Demonstrates Leadership Capability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D.) Is Highly Motivated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E.) Has Potential for Growth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Please attach a letter of recommendation to this form. If applicable, please submit letter using formal letterhead.

Letter should respond to the following:

- * What is your assessment of the student's potential and motivation to succeed in college?
- * What qualities come to mind that best describe the applicant?

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶ _____	(Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
or										
Employer identification number										

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.