



# 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?