



Community Service Scholarship

The Excellence in Education Foundation for PGCPs, Inc. recognizes the importance of Prince George's County Public School (PGCPS) students being actively engaged in community service. The Foundation wishes to promote the importance of giving back to the community. Therefore, the Foundation has established the Community Service Scholarship for twenty-two (22) graduating seniors who best personify an ongoing commitment to "exemplary community service."

The Community Service Scholarship will award \$2,500 each to twenty-two (22) Prince George's County Public Schools' graduating seniors who will continue their education to a post-secondary institution.

Application Requirements

- Must be a PGCPS student.
- Student must have completed a minimum of 24 hours of independent community service hours within the past twelve months; this is above and beyond the required 24 hours of student service learning hours.
- Student must have a minimum cumulative grade point average of 2.5 for all high school course work.
- Student must submit the completed application form, which is found in the attachments section.
- Students must include a minimum of three letters of recommendation from individuals who directly supervised their service at the service location.
- The "official" transcript of grades must be a sealed document and include the student's most recently received grades. If service hours do not appear on the official transcript, the student must document obtained service hours received in the past twelve months on a separate sheet and include the community service completed, the name of the agency where the community service was provided, as well as the dates of service and total hours earned.
- Student must be accepted into a post-secondary institution.

Essay

Students must submit a well-developed, typed essay on their community service experience. The essay should be one to two pages in length and should follow the MLA style. Please see attached for specific essay guidelines and scoring rubric.

Evaluation

The evaluation process will consist of a review of all submitted application materials by the Scholarship Review Committee. Finalists' applications will be forwarded to the Chief Executive Officer or his/her designee, who may interview the finalists and select the scholarship recipient by April 30, 2014.

The application must include all of the following to be considered complete:

- Application form
- Transcript
- Documentation of earned independent service-learning hours beyond the required 24 hours
- Letters of recommendation (on letterhead) (minimum of three)
- Essay
- Post-secondary institute acceptance letter

Instructions for Submission

All materials submitted with the application become the property of the Excellence in Education Foundation for PGcps, Inc. and will not be returned to applicants.

The completed application and related documents must be submitted to your guidance counselor by March 21, 2014. Incomplete applications and applications submitted after the deadline will not be considered.

Timeline

DATE	ITEM
January 2014 – February 2014	Send information to the schools and guidance counselors; Post on PGcps website
March 21, 2014	All applications, essays, and related documents are due to guidance counselors for review
March 28, 2014	All application packets – <u>including essays that meet established criteria</u> – are due to Dr. Kara Libby, Coordinating Supervisor for Academic Programs, ISSC Building, 9201 East Hampton Drive, Capitol Heights, MD 20743
March 31 – April 11, 2014	Review application packets – <u>including essays</u> – and determine selection of the top candidates
By April 30, 2014	Chief Executive Officer or Chief Executive Officer 's designee may interview finalist and make final selection
By May 3, 2014	Finalists, parents and school administrators notified
May 29, 2014	Finalists, parents, teachers and administrators attend Awards Ceremony

Please direct all questions to Dr. Kara Libby, Coordinating Supervisor for Academic Programs, at (301) 808-5956 or klibby@pgcps.org.

Attachments:

- Application Form
- Essay Guidelines and Rubric

Community Service Scholarship Application

All applications, essays, and related documents are due to guidance counselors for review by March 21, 2014

Please type or print legibly and use black or blue ink
Illegible applications will not be considered

Name: _____
(Last) (First) (MI)

Address: _____
(Street) (City) (State) (Zip Code)

Email: _____ Phone: _____
(Home) (Cell)

Date of Birth: _____ Male: _____ Female: _____

Parent/Guardian Name: _____

Years Enrolled in Prince George's County Public Schools: _____

School Now Attending: _____

Grade Level: _____ Grade Point Average (GPA) _____

Total number of service-learning hours (as of date of application): _____

Post-High School Plans: _____

INTEGRITY OF APPLICATION STATEMENT

My signature below constitutes my affirmation that:

- All of the information in this application is true and correct to the best of my knowledge.
- The essay is my own original work (with the exception of those portions which are properly documented).
- The agency information and hours listed on the Community Service Documentation Form are accurate.
- If selected to be a recipient of the Community Service Scholarship, I agree to participate in a PGcps video/photo opportunity which will be used to help publicize the availability and value of the scholarship opportunity.

Applicant's Signature: _____ Date: _____

ESSAY GUIDELINES AND RUBRIC

In a well-developed essay, please address the following questions:

- What was the impact of your service, and how did your community service build a bridge between you and the community which you served?
- What did you learn about yourself and others as a result of your service?

Please also keep in mind the following criteria:

- The applicant's name and address must appear on the top right corner of each page of the essay.
- The essay must be typed (double-spaced) in either Times New Roman or Arial (font size 12).
- The essay must be two to three pages in length and must be written using MLA style.

Each applicant's essay will be scored using the rubric below.

	4	3	2	1
General Reflection	<p>Applicant presents a thoughtful reflection on service, recounting detailed examples of service.</p> <p>The essay meets the criteria set forth.</p>	<p>Applicant completes a reflection on service and recounted past service experiences.</p> <p>The essay meets the criteria set forth.</p>	<p>Applicant completes a reflection on service. Little detail was provided on the experiences.</p> <p>The essay meets most of the criteria set forth.</p>	<p>Applicant attempts to complete reflection on service, but no details about the experience/s are included.</p> <p>The essay meets some of the criteria set forth.</p>
Sense of Caring For and About Others	<p>Applicant's reflections show deep personal understanding of the importance of service and the ability to make a difference.</p>	<p>Applicant's reflections show a growing understanding of the importance of service and the ability to make a difference.</p>	<p>Applicant's reflections show a limited understanding of the importance of service.</p>	<p>Applicant's reflections show that s/he is largely unaffected by the service and her/his ability to make a difference.</p>
Development and Organization of Essay	<p>Applicant's essay has an engaging introduction that orients readers and provides a strong conclusion.</p> <p>It also establishes a natural/logical sequence of reflection, using effective transitions to convey this.</p>	<p>Applicant's essay has an effective introduction and provides a conclusion that sums up the reflection.</p> <p>It has a logical flow, but needs more transitions.</p>	<p>Applicant's essay has an introduction that needs more development and lacks a strong conclusion.</p> <p>It includes unnecessary information and may seem choppy.</p>	<p>Applicant's essay lacks an effective introduction and ends abruptly.</p> <p>It also includes distracting information and has no clear sequence of events/thoughts.</p>
Language Usage	<p>Applicant's essay maintains a clear point of view, uses relevant descriptive details, and shows a command of English Language conventions.</p>	<p>Applicant's essay maintains a point of view and includes relevant descriptive details. There may be a few errors in conventions.</p>	<p>Applicant's essay has some lapses in point of view, lacks effective descriptive details, and has some distracting errors in conventions.</p>	<p>Applicant's essay lacks a clear point of view, mostly lacks or offers no effective details, and has major errors in conventions.</p>

FOR THE SELECTION COMMITTEE

This rubric is included in the application materials and is the basis for scoring applicant's reflection essays.

	4	3	2	1
General Reflection	<p>Applicant presents a thoughtful reflection on service, recounting detailed examples of service.</p> <p>The essay meets the criteria set forth.</p>	<p>Applicant completes a reflection on service and recounted past service experiences.</p> <p>The essay meets the criteria set forth.</p>	<p>Applicant completes a reflection on service. Little detail was provided on the experiences.</p> <p>The essay meets most of the criteria set forth.</p>	<p>Applicant attempts to complete reflection on service, but no details about the experience/s are included.</p> <p>The essay meets some of the criteria set forth.</p>
Sense of Caring For and About Others	<p>Applicant's reflections show deep personal understanding of the importance of service and the ability to make a difference.</p>	<p>Applicant's reflections show a growing understanding of the importance of service and the ability to make a difference.</p>	<p>Applicant's reflections show a limited understanding of the importance of service.</p>	<p>Applicant's reflections show that s/he is largely unaffected by the service and her/his ability to make a difference.</p>
Development and Organization of Essay	<p>Applicant's essay has an engaging introduction that orients readers and provides a strong conclusion.</p> <p>It also establishes a natural/logical sequence of reflection, using effective transitions to convey this.</p>	<p>Applicant's essay has an effective introduction and provides a conclusion that sums up the reflection.</p> <p>It has a logical flow, but needs more transitions.</p>	<p>Applicant's essay has an introduction that needs more development and lacks a strong conclusion.</p> <p>It includes unnecessary information and may seem choppy.</p>	<p>Applicant's essay lacks an effective introduction and ends abruptly.</p> <p>It also includes distracting information and has no clear sequence of events/thoughts.</p>
Language Usage	<p>Applicant's essay maintains a clear point of view, uses relevant descriptive details, and shows a command of English Language conventions.</p>	<p>Applicant's essay maintains a point of view and includes relevant descriptive details. There may be a few errors in conventions.</p>	<p>Applicant's essay has some lapses in point of view, lacks effective descriptive details, and has some distracting errors in conventions.</p>	<p>Applicant's essay lacks a clear point of view, mostly lacks or offers no effective details, and has major errors in conventions.</p>

Note to Selection Committee:

- Graduating Classes of 2014 and beyond: Students must earn 24 independent hours.