



2016 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 - \$1,000

Eligibility:

- Senior
- B or higher grade in CTC program for first semester, 2015-16.
- B or higher grade in the academic portion of CTC program (i.e. ELA, Geometry, etc.)
- Received full credit for first semester of 2015-2016 school-year
- Attended CTC for the full 2015-2016 school-year in one of the following programs:
Agriscience, Auto Body Repair, Automotive Technology, Construction Trades, Culinary Arts, Electrical Occupations, Film and New Media, Graphic Arts, Precision Machining Technology, Power Equipment Technology, Skilled Trades, Web and Game Programming or Welding.

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)
- Copy of updated resume
- Completed requisition form (included in application packet)
- All documents attached to the cover sheet. (See web page above.)

**Due: Applications must be turned into Student Services by 3:00 PM
Friday, March 18, 2016**

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 **Thursday, April 14 and Friday, April 15, 2016**. At the interview, the applicant will be asked to give a short (5 minute) 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

2016 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 2015-2016
 - Including 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 18, 2016 - 3:00 PM

Late or incomplete applications will not be accepted

Office Use Only

Date turned in: _____ Time: _____

Received by: _____



2016 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 18, 2016.*** Interviews will be held April 14 and April 15, 2016. Applicant will be notified of interview time.

_____ Date _____
Applicant's Signature

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

2016 CTC TOOLS OF THE TRADE AWARD RUBRIC

Applicant's Name _____

CTC Program _____ Home High School _____

Application – 55 points

CTC Grade = _____ Academic Grade = _____ # of Absences = _____

CTC Program Grade	Points	CTC Academic Grade	Points	Absences	Points
A	10	A	5	0	10
A-	8	A-	4	1	8
B+	6	B+	3	2	6
B	4	B	2	3	4

Points for grades/attendance (25 points) _____

Additional points awarded to second year students (A/A- 10 pts.; B+/B – 7 pts.; B-/C 1pt.) _____

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

Completed requisition form for tools (10 points) _____

Total _____

Interview/Presentation - 45 Points

Professionalism- appearance and demeanor – 10 points _____

Interview question – 10 points _____

Project Presentation – 30 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 – 10 points _____

Points for Application _____

Points for Presentation _____

Total Points _____



REQUISITION

STUDENT DRAFT

FOR TOOLS OF THE TRADE APPLICATION

VENDOR: _____

ADDRESS: _____

ATTENTION: _____

Instructions to Student:

Please complete this draft requisition form to indicate how you would spend the \$500 Tools of the Trade Award. Please complete all of the required information and have it signed by your instructor.

If you are ordering from multiple vendors, please include a separate requisition for each vendor.

QUANTITY	UNIT	STOCK #	DESCRIPTION (Be specific)	Unit Price	Total

Requested by: _____ Date: _____

Sub Total _____

Program: _____

Tax – 6% _____

Instructor's Signature: _____ Date: _____

% _____ Shipping _____

Total _____



CTC Scholarship Recommendation Form

Student: _____ CTC Program: _____

Person completing form: _____ Position: _____

How long have you known the applicant? _____

In what capacity? _____

Please rate the applicant on the following items:	Never	Occasionally	Sometimes	Almost Always	Always
Is reliable and trustworthy					
Meets deadlines					
Works well with others					
Takes initiative					
Follows directions					
Attends school regularly					
Shows pride in work					
Grooming/dress is appropriate					
Demonstrates proficient technical skills					

Write a short paragraph explaining why you are recommending this student for a Career-Tech Center Scholarship.

Signature _____ Date: _____