

Robert H. Skutt Scholarship Application



**Applications are due March 24, 2023
to KCTC Student Services Office**



**KentCareer
TechCenter**

Eligible KCTC Programs:

Applied Construction Technology, Automotive Technology, Auto Collision, Aviation Maintenance Technology, Aviation Electronics, Diesel & Equipment Technology, Engineering & Architectural Design, Graphic Communications, Digital Animation & Game Programming, Networking & Cyber Security, Mechatronics, Precision Machining Technology and Welding.

Robert H. Skutt Scholarship Fund Application

The Robert H. Skutt Scholarship Fund will offer scholarships in an amount up to \$1,000 to exemplary students completing programs at the Kent Career Tech Center.

Eligibility

- Applicants must have attended KCTC for both semesters of the current school year.
- Applicants must have at least a 3.0 grade point average in their KCTC program.
- Applicants must be a KCTC senior.
- Applicants must be graduating this academic year.
- Attendance is a consideration in awarding this scholarship.

Points to Consider

- Complete and sign the attached application by March 24, 2023.
- Submit completed applications to the KCTC Student Support Services office.
- The KCTC instructor recommendation form must be turned in by the instructor to Student Support Services
- The Robert H. Skutt Scholarship Committee will select recipients.
- Selection of the Robert H. Skutt Scholarship Award recipients will be based upon each student's academic and skill proficiency, instructor recommendation, participation and leadership roles in extracurricular activities and/or related work experience, cover letter and resume.

The Kent Intermediate School District is an equal opportunity institution. Kent ISD does not discriminate on the basis of race, creed, color, national origin, age, sex, or physical/mental disability or veteran in its educational programming, enrollment, employment or contracting.

Kent Intermediate School District/Kent Career Tech Center
616-364-8421 thetechcenter.org



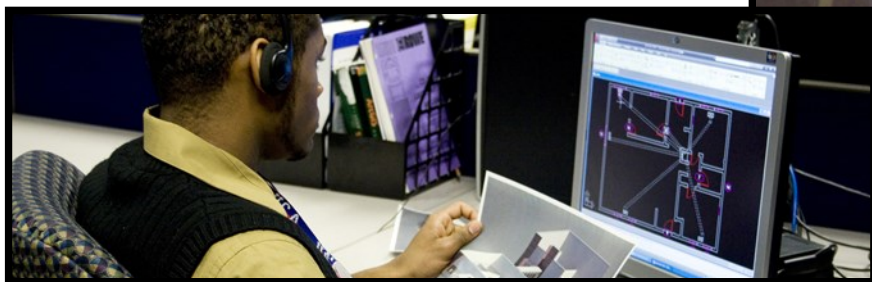
The Robert H. Skutt Scholarship Fund

On September 4, 1996 Caledonia resident Robert H. Skutt passed away leaving 95% of his \$700,000 estate to charity.

Mr. Skutt had grown up in hard times, the son of a coal dealer on Grand Rapids' West side. He was injured during World War II and was discharged as a corporal in 1946. The Skutt brothers ran a furniture business at the corner of Stocking and Second Street. He was married two times, but never had children.

It is not known for sure why Mr. Skutt designated much of his estate to directly benefit children. It could have been to help youngsters enjoy the opportunities he missed as a child or because he never had any children of his own. In his later years, one of the things that really lit up his eyes was when he'd see children coming through at Pilgrim Manor. His concern with youth led to \$100,000 donations to:

- The American Cancer Society of Kent County.
- The Boy Scouts of America - Gerald R. Ford Council
- YMCA Camp Manitou-Lin
- The Caledonia Township Branch of the Kent District Library
- The Cascade Township Library
- Saint Mary's Hospital's kidney dialysis program
- The Kent Intermediate School District programs for gifted and talented students.



Robert H. Skutt Scholarship Fund Application

Student Applicant

First Name _____ Last Name _____

Street _____ City _____ Zip _____

Phone _____ Email _____

Birthdate (mm/dd/yyyy) _____

High School _____ Principal _____

KCTC Program _____ Session _____

KCTC Instructor _____ Anticipated date of graduation _____

College, technical school, or apprenticeship program you plan to attend. _____ part time _____ full time

Briefly describe your career interest (indicate career choice):

Participation in activities and positions of leadership roles within these activities:
(clubs, sports, music, volunteer work, work experience, team captain, crew trainer, etc.).

**This is part of the scoring process, please do not leave blank.*

- Please provide a typed cover letter and resume (3 pages maximum). Use the rubrics attached to assist you.

Signature of Applicant _____



Cover Letter Rubric

<u>Learning Target</u>	<u>Advanced</u>	<u>Proficient</u>	<u>Developing</u>	<u>Beginning</u>
<u>Spelling and Grammar</u> I can apply spelling and grammar guidelines to my entire cover letter	<u>Above standard</u> - No spelling or grammatical errors - Strong sentence structure & easy flow - Powerful word choices	<u>At Standard</u> - One spelling or grammatical error - Demonstrates some attention to sentence structure - Good word choices	<u>Below Standard</u> - Two spelling or grammatical errors - Demonstrates little attention to sentence structure - Functional word choices	<u>Well Below Standard</u> - Three or more spelling or grammatical errors - No attention to sentence structure - Poor word choices
<u>Format Appearance</u> I can create an attractive/eye-catching letter using the business letter format	- Demonstrated knowledge of business letter format - Visually attractive/eye catching - Proper margins, fonts & spacing	- Demonstrated some knowledge of business letter format - Visually pleasing - One margin, font or spacing error	- Demonstrated little knowledge of business letter format - Little attention to overall appearance of cover letter - Two margin, font or spacing errors	- Did not demonstrate knowledge of business letter format - No attention to overall appearance of cover letter - Three or more margin, font or spacing errors
<u>Header</u> I can incorporate all necessary information into my header	- Included all of the following information: *My contact information (name, address, phone) *KCTC address & phone *Date *Proper Salutation	- Included most of the following information: *My contact information (name, address, phone) *KCTC address & phone *Date *Proper Salutation	- Included some of the following information: *My contact information (name, address, phone) *KCTC address & phone *Date *Proper Salutation	- Included very little of the following information: *My contact information (name, address, phone) *KCTC address & phone *Date *Proper Salutation
<u>Sections of the Cover Letter</u>				
<u>Introduction</u> I can clearly explain my interest in the scholarship in an engaging way	- Clearly stated interest in the scholarship - Introduction is very engaging	- Clearly stated interest in the scholarship - Introduction is interesting	- Did not clearly state interest in the scholarship - Introduction is somewhat interesting	- Did not state any interest in the scholarship - Introduction does not grab reader's attention
<u>Main Body</u> I can clearly explain why my qualifications match my career goal	Clear and focused explanation of how my qualifications match my career goal	Somewhat clear explanation of how my qualifications match my career goal	Unclear explanation of how my qualifications match my career goal	Did not explain how my qualifications match my career goal
<u>Closing</u> I can apply all the essential elements of a conclusion to my closing paragraph	- Included all of the following elements: - Referred reader to resume - Statement of appreciation - Signature	- Included two of the following elements: - Referred reader to resume - Statement of appreciation - Signature	- Included one of the following elements: - Referred reader to resume - Statement of appreciation - Signature	Did not include a closing paragraph



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Resume Rubric

<u>Learning Target</u>	<u>Advanced</u>	<u>Proficient</u>	<u>Developing</u>	<u>Beginning</u>
<u>Spelling and Grammar</u> I can apply spelling and grammar guidelines to my entire resume	<u>Above standard</u> • No spelling or grammatical errors • Strong sentence structure & easy flow • Powerful word choices	<u>At Standard</u> • One spelling or grammatical error • Demonstrates some attention to sentence structure • Good word choices	<u>Below Standard</u> • Two spelling or grammatical errors • Demonstrates little attention to sentence structure • Functional word choices	<u>Well Below Standard</u> • Three or more spelling or grammatical errors • No attention to sentence structure • Poor word choices
<u>Format Appearance</u> I can create a visually attractive, organized resume with proper formatting	• Exceeds industry standards by using advanced formatting • Visually attractive/eye catching • Proper margins, fonts & spacing	• Meets all design principles for resume • Visually pleasing • One margin, font or spacing error	• Little attention to overall appearance of resume • Two margin, font or spacing errors	• No attention to overall appearance of resume • Three or more margin, font or spacing errors
<u>Sections of the Resume</u> <u>Objective</u> • I can clearly state my career goal	• Career Goal is clearly stated	• Career Goal is mostly clear	• Career Goal is somewhat clear	• Career Goal is unclear or not stated
<u>Education</u> • I can clearly incorporate all necessary information into the education section of my resume	• Included all of the following information: * List of schools * Locations of schools * Date of Program completion/graduation from each school * Name of certificate/diploma from each school	• Included most of the following information: * List of schools * Locations of schools * Date of Program completion/graduation from each school * Name of certificate/diploma from each school	• Included some of the following information: * List of schools * Locations of schools * Date of Program completion/graduation from each school * Name of certificate/diploma from each school	• Included none of the following information: * List of schools * Locations of schools * Date of Program completion/graduation from each school * Name of certificate/diploma from each school
<u>Skills/Experience</u> (work history, internships, volunteer, extracurricular activities, school experiences) • I can list experiences that have taught me valuable skills for my future career • I can describe (using strong action verbs) the skills that I have demonstrated during my experiences	• Listed two or more experiences • Included six or more skills • Started each bullet point with a strong action verb to describe skills	• Listed one experience • Included five skills • Started most bullet points with a strong action verb to describe skills	• Listed one experience • Included three or four skills • Started some bullet points with a strong action verb to describe skills	• Did not list any experiences • Included one or two skills • Did not use action verbs to describe skills
<u>References</u> I can list appropriate references and correct contact information on a resume.	• References are listed on a separate page with proper heading that matches resume • 3 references are listed each providing contact information, and professional title	• 3 references with appropriate contact information and title	• 2 references with contact information	• 0-1 references with contact information

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Instructor Recommendation

Student Name: _____

Students, Please have your KCTC instructor complete this recommendation form. You may want to follow up as the deadline approaches to make sure it has been completed and turned in.

Instructors, please complete based on our Going PRO standards at KCTC. Score them and write an example or comment that supports each component of our *Going Pro* initiative. Your recommendation is part of the scoring process for the Skutt Scholarship applicant. **DO NOT GIVE BACK TO THE STUDENT.** Turn in to Student Support Services on or before **March 24, 2023.**

	Advanced	Proficient	Developing	Beginning
Demonstrates Initiative:	4	3	2	1

Demonstrates Responsibility:	4	3	2	1

Demonstrates Respectfulness:	4	3	2	1

Demonstrates Safety:	4	3	2	1

Demonstrates Professionalism:	4	3	2	1



Instructor Signature: _____