

# Robert H. Skutt Scholarship Application



Applications are due March 25, 2024  
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.

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# 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 25, 2024.
- 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](http://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.



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# 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):

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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.*

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

Signature of Applicant \_\_\_\_\_



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## Cover Letter Rubric

<p><b>Learning Target</b></p> <p><b>Spelling and Grammar</b> I can apply spelling and grammar guidelines to my entire cover letter</p> <p><b>Format Appearance</b> I can create an attractive/eye-catching letter using the business letter format</p> <p><b>Header</b> I can incorporate all necessary information into my header</p>	<p><b>Advanced</b></p> <p><b>Above standard</b></p> <ul style="list-style-type: none"> <li>No spelling or grammatical errors</li> <li>Strong sentence structure &amp; easy flow</li> <li>Powerful word choices</li> </ul> <p>Demonstrated knowledge of business letter format</p> <ul style="list-style-type: none"> <li>Visually attractive/eye catching</li> <li>Proper margins, fonts &amp; spacing</li> </ul> <p>Included all of the following information:</p> <ul style="list-style-type: none"> <li>*My contact information (name, address, phone)</li> <li>*KCTC address &amp; phone</li> <li>*Date</li> <li>*Proper Salutation</li> </ul>	<p><b>Proficient</b></p> <p><b>At Standard</b></p> <ul style="list-style-type: none"> <li>One spelling or grammatical error</li> <li>Demonstrates some attention to sentence structure</li> <li>Good word choices</li> </ul> <p>Demonstrated some knowledge of business letter format</p> <ul style="list-style-type: none"> <li>Visually pleasing</li> <li>One margin, font or spacing error</li> </ul> <p>Included most of the following information:</p> <ul style="list-style-type: none"> <li>*My contact information (name, address, phone)</li> <li>*KCTC address &amp; phone</li> <li>*Date</li> <li>*Proper Salutation</li> </ul>	<p><b>Developing</b></p> <p><b>Below Standard</b></p> <ul style="list-style-type: none"> <li>Two spelling or grammatical errors</li> <li>Demonstrates little attention to sentence structure</li> <li>Functional word choices</li> </ul> <p>Demonstrated little knowledge of business letter format</p> <ul style="list-style-type: none"> <li>Little attention to overall appearance of cover letter</li> <li>Two margin, font or spacing errors</li> </ul> <p>Included some of the following information:</p> <ul style="list-style-type: none"> <li>*My contact information (name, address, phone)</li> <li>*KCTC address &amp; phone</li> <li>*Date</li> <li>*Proper Salutation</li> </ul>	<p><b>Beginning</b></p> <p><b>Well Below Standard</b></p> <ul style="list-style-type: none"> <li>Three or more spelling or grammatical errors</li> <li>No attention to sentence structure</li> <li>Poor word choices</li> </ul> <p>Did not demonstrate knowledge of business letter format</p> <ul style="list-style-type: none"> <li>No attention to overall appearance of cover letter</li> <li>Three or more margin, font or spacing errors</li> </ul> <p>Included very little of the following information:</p> <ul style="list-style-type: none"> <li>*My contact information (name, address, phone)</li> <li>*KCTC address &amp; phone</li> <li>*Date</li> <li>*Proper Salutation</li> </ul>
<p><b>Sections of the Cover Letter</b></p> <p><b>Introduction</b> I can clearly explain my interest in the scholarship in an engaging way</p> <p><b>Main Body</b> I can clearly explain why my qualifications match my career goal</p> <p><b>Closing</b> I can apply all the essential elements of a conclusion to my closing paragraph</p>	<ul style="list-style-type: none"> <li>Clearly stated interest in the scholarship</li> <li>Introduction is very engaging</li> </ul> <p>Clear and focused explanation of how my qualifications match my career goal</p> <ul style="list-style-type: none"> <li>Included all of the following elements:</li> <li>Referred reader to resume</li> <li>Statement of appreciation</li> <li>Signature</li> </ul>	<ul style="list-style-type: none"> <li>Clearly stated interest in the scholarship</li> <li>Introduction is interesting</li> </ul> <p>Somewhat clear explanation of how my qualifications match my career goal</p> <ul style="list-style-type: none"> <li>Included two of the following elements:</li> <li>Referred reader to resume</li> <li>Statement of appreciation</li> <li>Signature</li> </ul>	<ul style="list-style-type: none"> <li>Did not clearly state interest in the scholarship</li> <li>Introduction is somewhat interesting</li> </ul> <p>Unclear explanation of how my qualifications match my career goal</p> <ul style="list-style-type: none"> <li>Included one of the following elements:</li> <li>Referred reader to resume</li> <li>Statement of appreciation</li> <li>Signature</li> </ul>	<ul style="list-style-type: none"> <li>Did not state any interest in the scholarship</li> <li>Introduction does not grab reader's attention</li> </ul> <p>Did not explain how my qualifications match my career goal</p> <ul style="list-style-type: none"> <li>Did not include a closing paragraph</li> </ul>



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## Resume Rubric

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



# Robert H. Skutt Scholarship Fund Application

## 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 25, 2024.**

	Advanced	Proficient	Developing	Beginning
<b>Demonstrates Initiative:</b>	4	3	2	1
_____				
_____				

<b>Demonstrates Responsibility:</b>	4	3	2	1
_____				
_____				

<b>Demonstrates Respectfulness:</b>	4	3	2	1
_____				
_____				

<b>Demonstrates Safety:</b>	4	3	2	1
_____				
_____				

<b>Demonstrates Professionalism:</b>	4	3	2	1
_____				
_____				



Instructor Signature: \_\_\_\_\_