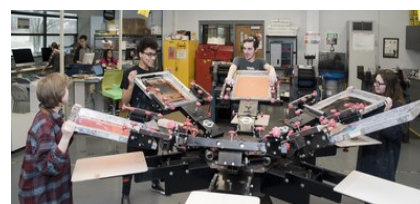




Robert H. Skutt Scholarship Application

Eligible KCTC Programs:

Applied Construction Technology
Automotive Technology
Auto Collision
Aviation Maintenance Technology
Diesel & Equipment Technology
Engineering
Graphic Communications
Digital Animation & Game Programming
Networking & Cyber Security
HVAC-R
Mechatronics
Precision Machining Technology
Welding



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

Eligibility Requirements:

- **Attendance:** Attended KCTC for both semesters of the current school year.
- **GPA:** Maintain at least a 3.0 grade point average in their KCTC program.
- **Grade Level:** Be a KCTC senior and be graduating this academic year.
- **Consideration:** Attendance records will be considered during the selection process.

Application & Submission Details:

- **Application Deadline:** March 23, 2026
- **Submission Location:** KCTC Student Support Services
- **Instructor Recommendation:** Must be submitted directly by the instructor to Student Support Services.

Selection Criteria:

The Robert H. Skutt Scholarship Committee will select recipients based on the following:

- Academic and skill proficiency
- Instructor recommendation
- Participation and leadership roles in extracurricular activities and/or related work experience
- Cover Letter: Follow Rubric
- Resume: Follow Rubric

Scholarship Payment Information:

- Enrollment in a college/university/tech school is required for payment.
- Scholarship payments are sent **directly to the recipients institution**, not to the student.
- Information will come from your program's instructor on how to redeem if you are selected.

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.



Kent Career Tech Center

a program of **Kent ISD**

6155 E. Beltline NE Grand Rapids MI 49525 616.364.8421 thetechcenter.org

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.

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

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 _____



Kent Career Tech Center

a program of **Kent ISD**

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



kctc

REAL LIFE. REAL LEARNING.

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

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 23, 2026.**

	Advanced	Proficient	Developing	Beginning
Demonstrates Professionalism:	4	3	2	1
Demonstrates Respectfulness:	4	3	2	1
Demonstrates Ownership:	4	3	2	1

Instructor Signature: _____

