

WPNA Scholarship Application Guidance and Rubric  
School Year 2018 - 2019

# \$1,000 SCHOLARSHIP OPPORTUNITY

## FOR LBJ, REAGAN, AND LASA SENIORS WHO LIVE IN WINDSOR PARK

The Windsor Park Schools Committee has raised \$2,000 in local donations for two scholarships in the amount of \$1,000 each, for Reagan, LASA, or LBJ High School seniors who will be attending a 2- or 4-year college in 2018-2019

The committee is interested in supporting students who care deeply about giving back to their community. All eligible applicants are encouraged to **apply by March 26th, 2018**.

Applications should be submitted online at [www.windsorpark.info/scholarship](http://www.windsorpark.info/scholarship)

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### Eligibility Requirements

To be eligible to apply, a student must meet the following minimum requirements:

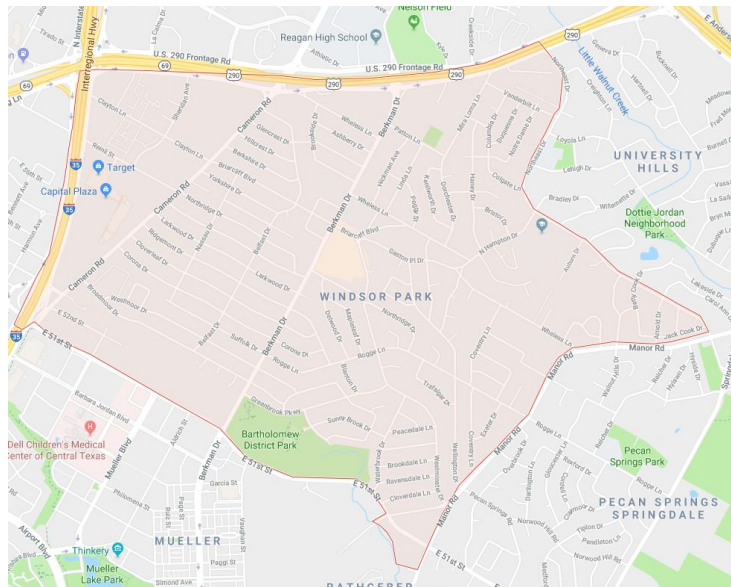
Be a Reagan, LBJ, or LASA High School senior who will be attending a 2- or 4-year college in 2018-2019.

Have at least a 2.5 GPA, or have demonstrated GPA growth over time.

Be involved in community service. The community we refer to can be family, neighborhood, school, or church related.

Be a resident of Windsor Park. The boundary streets for the Windsor Park neighborhood are:

- I-35 to the West
- Hwy 290E to the North
- Northeast Drive and Manor Road to the East
- 51st Street to the South



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**To apply:** Completed online applications must be received by Monday, March 26th, 2018.

The application includes 3 parts. Additional guidance for applicants is provided in the following pages.

- Part I: Contact and Eligibility Information
- Part II: Answer two short-essay questions
- Part III: Two recommendation letters and grades transcript

Applications should be submitted online at [www.windsorpark.info/scholarship](http://www.windsorpark.info/scholarship)

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## Instructions:

Submit your application online at [www.windsorpark.info/scholarship](http://www.windsorpark.info/scholarship) by **March 26th, 2018**.

### Part I: Student Basic Information

In this section, you will be asked to provide contact information for you and your parent(s) or guardian(s), as well as basic information about your school.

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### Part II: Short Essay Questions

Answer each question in 300 words or less. Pay close attention to the “strong response” guidance provided below, and take full advantage of the word limit to expand on your answers. Please spell-check your responses before submitting them.

- 1) **In what ways are you involved in the community?**
  - 2) **In what ways has that involvement shaped you?**
- 

### Part III: Letters of Recommendation and grades transcript

Please submit two Letters of Recommendation – one from a teacher or counselor who can speak to your community involvement and one from someone in the community, such as a pastor, mentor, volunteer supervisor, employer, etc. Please refer to the additional guidance provided below.

Please provide a copy of your grades transcript starting with your freshman year in High School. You must request this from your school’s Registrar’s office.

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## Short Essay guidance

**Question #1: In what ways are you involved in the community?** This may include volunteering in local organizations, but you may also choose to share the responsibilities you have assumed after school, such as working to supplement your family’s income, or caring for a family member. A strong response will include details such as the duties and responsibilities of the role(s) you’ve undertaken, the time committed (per week/month), how long you’ve been involved, and what motivated you to become involved. Avoid simply listing roles, choose instead to write a short narrative. If you have many examples you may list several, but then, focus on one or two instead and expand on your motivation to become involved.

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**Question #2 In what ways has that involvement shaped you?** Share your reflections on the lessons you’ve learned through community involvement, work, or service towards others. Alternatively, if you have benefited from community services, you may choose to write about how such services have had an impact in your life. A strong response will include how your experiences have impacted the way you think about your role as a young adult in the community, and the potential that community service has to make communities stronger.

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**Please note:** The scoring rubrics for the short essay responses and the recommendation letter responses are provided for your reference at the end of this document.

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## **Letters of Recommendation**

The Windsor Park Neighborhood Association (WPNA) provides scholarships for high school seniors who reside in our neighborhood and attend one of our three neighborhood schools in AISD: Reagan, LASA, or LBJ.

### **Guidance for recommenders:**

The scholarship will be awarded to students who have demonstrated commitment to their community, either through service, leadership, volunteering, or by taking on responsibilities such as caring for a family member, or being employed to supplement their family's income.

**In your recommendation letter, please describe the ways in which this student embodies commitment to the community and strength of character as defined above.**

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### **Guidance for student requesting the letters of recommendation:**

- While not required, consider sharing your short-answer essays with your recommender when you approach him or her to request a recommendation letter. This will help them craft a letter that complements your application and grounds their comments on your own reflections.
  
- Give your recommender as much advance notice as possible when requesting the letter, ideally at least 30 days, but never less than 2 weeks. Make sure that you take this time into account to avoid missing the application deadline.

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## Short Essay Scoring Rubric

<For use by the WPNA Schools Committee Only - Applicant: Do not respond to the information below>

|   | Score point 1<br>Insufficient   | Score point 2<br>Adequate  | Score point 3<br>Strong and Compelling   | Score |
|---|---|--|--|-------|
| <b>SHORT ESSAY QUESTIONS SCORING RUBRIC</b>   |   |  |  |       |
| <p><b>In what ways are you involved in the community?</b></p> <p style="text-align: center;"><b>50%</b></p> | <p>There is little or no evidence provided of community involvement (as defined in prompt)</p> <p><b>AND / OR</b><br/>Applicant simply lists roles but does not expand on commitments</p> <p><b>AND / OR</b><br/>Does not refer to motivation to become involved</p> <p><b>OR</b> Prompt is otherwise not addressed</p> | <p>There is evidence of some community involvement (as defined in prompt)</p> <p><b>AND / OR</b><br/>Applicant may expand on commitments, though information may be vague or lackluster</p> <p><b>AND / OR</b><br/>Motivation to become involved, if included, is tied to mandated requirements and not to personal investment</p> | <p>There is evidence of strong community involvement (as defined in prompt)</p> <p><b>AND</b><br/>Applicant expands on motivation to become involved in a compelling way, providing rich details and tying it to self or community</p> |       |
| <p><b>In what ways has that involvement shaped you?</b></p> <p style="text-align: center;"><b>50%</b></p>   | <p>Does not reflect on ways service to community has shaped him/her or the community at large</p> <p><b>OR</b> Prompt is otherwise not addressed</p>  | <p>Provides a basic explanation on significance and impact of community on self and larger community</p> <p><b>AND / OR</b><br/>Provide cursory explanation about the potential that community services have to make communities stronger</p>  | <p>Thoroughly describes how community service has shaped self or larger community</p> <p><b>AND / OR</b><br/>Expands on the potential that community service has to make communities stronger</p>                                      |       |
| <b>Sub Total for Personal Essay</b>   |   |  |  |       |

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**Letters of Recommendation Scoring Rubric**

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| LETTERS OF RECOMMENDATION SCORING RUBRIC |  |   |  |       |
|--|--|---|--|-------|
|  | No Points  | +1 Point  | + 2 Point  | Score |
| Letter #1                                | <p>Demonstrate little knowledge about the student, their service, leadership, impact, or commitment, or fails to discuss the student's strength of character</p> <p>AND / OR</p> <p>Application does not include letter(s) of recommendation</p> | <p>Provides positive comments about the student, but fails to provide specific examples of their service, leadership, impact, and commitment</p> <p>AND / OR</p> <p>Speaks favorably of the student but does not address the prompt (it is a generic letter of recommendation not tailored specifically for this application)</p> | <p>Provides enthusiastic and detailed support for the student. Clearly indicates specific examples of their service, leadership, impact, and commitment, and provides compelling evidence for why the student deserves to be recognized with the scholarship.</p> <p>AND</p> <p>Recommendation addresses the prompt specifically</p> |       |
| Letter #2                                | <p>Demonstrate little knowledge about the student, their service, leadership, impact, or commitment, or fails to discuss the student's strength of character</p> <p>AND / OR</p> <p>Application does not include letter(s) of recommendation</p> | <p>Provides positive comments about the student, but fails to provide specific examples of their service, leadership, impact, and commitment</p> <p>AND / OR</p> <p>Speaks favorably of the student but does not address the prompt (it is a generic letter of recommendation not tailored specifically for this application)</p> | <p>Provides enthusiastic and detailed support for the student. Clearly indicates specific examples of their service, leadership, impact, and commitment, and provides compelling evidence for why the student deserves to be recognized with the scholarship.</p> <p>AND</p> <p>Recommendation addresses the prompt specifically</p> |       |

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|  |  |
|--|--|
| <b>Sub total for letters of recommendation</b> |  |
| <b>TOTAL POINTS (Essays + Letters)</b>         |  |

**<For use by the WPNA Schools Committee Only - Applicant: Do not respond to the information below>**

Applicant Name: \_\_\_\_\_ School: \_\_\_\_\_

Recommender #1: \_\_\_\_\_ Role: \_\_\_\_\_

Recommender #2: \_\_\_\_\_ Role: \_\_\_\_\_

Reviewer Name: \_\_\_\_\_

**Tie-breaker points / penalization for late applications**

- Complete application submitted after the deadline but still on-time to be reviewed (-1 point)
- Incomplete application submitted by the deadline, but all documents received on-time to be reviewed (-1 point) (Applies if the committee had to ask the applicant for missing information).

| <b>Application Section</b>                  | <b>Recommender Score (Circle One)</b> |   |   |   |
|---|---------------------------------------|---|---|---|
| Short Essay 1                               | 0                                     | 1 | 2 | 3 |
| Short Essay 2                               | 0                                     | 1 | 2 | 3 |
| Recommendation 1                            | 0                                     | 1 | 2 |   |
| Recommendation 2                            | 0                                     | 1 | 2 |   |
| Tie-breaker points (subtract if applicable) |                                       |   |   |   |
| <b>Final Score (Add all points)</b>         |                                       |   |   |   |

**Basic criteria for committee below**

| <b>Basic Criteria</b>                   | <b>Meets</b> | <b>Does not meet</b> | <b>Waived</b><br>Student demonstrates<br>GPA growth over time |
|---|--------------|----------------------|---|
| REQUIRED   GPA - minimum 2.5 (Weighted) |              |                      |   |
| REQUIRED   Lives in the neighborhood    |              |                      |   |

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