

INSTRUCTIONS FOR INDIVIDUALS PROVIDING RECOMMENDATIONS

The LAFD Scholarship Fund annually selects Merit Scholars from among applicants that are a) dependent children or step-children of active or fallen LAFD sworn employees who have completed probation and b) high school seniors or college freshmen who will be enrolled as full-time students in an accredited four-year college or university in the upcoming academic year starting next fall. The Merit Scholar awards are cash grants of up to \$20,000 (\$5,000 per year while the student continues to be enrolled and making normal progress toward a four-year college degree). Runners-up receive one-time grants of \$2,500. (For further information on this year's competition, go to the departmental website www.lafd.org/scholarship.)

These scholarships are awarded on the basis of merit. The single most important factor is academic achievement, but the all-civilian Selection Committee also considers other relevant criteria, including personal character and extracurricular accomplishments. To assist in the difficult task of choosing winners, the Selection Committee requires each Applicant to obtain two recommendations – at least one from a teacher or counselor, but neither from a relative.

You have been identified by an Applicant as being willing to provide one such recommendation. The recommendation form has two parts. The first is a ranking grid in which you are asked to evaluate certain skills of the Applicant in relation to other high school seniors and college freshmen you have known. Where you have ranked the Applicant in categories at the highest level, you must provide specific examples or justification for the ranking. In the second part of the recommendation, which should be in the form of a letter to the Selection Committee, you should as a minimum (a) indicate how long and in what capacity you have known the applicant and (b) highlight ways in which the Applicant has distinguished himself or herself among peers. We are most interested in specific examples of commendable behavior (e.g., respect for others, honesty, integrity, personal accountability) demonstrated by the Applicant and observed personally by you. All communications with the Selection Committee will be kept confidential. The Board of the LAFD Scholarship Fund understands the time and effort associated with preparing a recommendation of this sort and thanks you for your participation and assistance in our evaluation process.

If you have any problems or questions please feel free to contact June Andrade at the LAFD Scholarship Fund by phone at (213) 435-6095 or by email at june.andrade@lacity.org. Signed Recommendations should be sent directly to Ms. Andrade by email, by fax at (213) 485-8478 or by regular mail to:

Ms. June Andrade
c/o The LAFD Scholarship Fund
1700 Stadium Way, Suite 101
Los Angeles, CA 90012

APPLICATIONS ARE NOT CONSIDERED COMPLETE UNLESS ALL ELEMENTS OF AN APPLICATION, INCLUDING RECOMMENDATIONS, HAVE BEEN SUBMITTED BY MARCH 31. THE SELECTION COMMITTEE WILL NOT REVIEW INCOMPLETE APPLICATIONS.

LAFD SCHOLARSHIP FUND MERIT SCHOLAR APPLICATION RECOMMENDATION FORM

Applicant Name: _____

Please check the respective boxes below that indicate your assessment of the Applicant's relative standing versus other high school seniors and college freshmen that you have known for the various skills and qualities listed and your overall ranking.

You must give examples or justification below (or in your recommendation letter) to support any relative rankings in the "Exceptional" column. Please attach your letter of recommendation to this form.

Skills and Qualities Grid						
	Exceptional (Top 5%)	Relative Strength (6-15%)	Meets Expectations (16-35%)	Needs Development (36-50%)	Area of Concern	Not Observed
Analytic Thinking						
Verbal Effectiveness						
Integrity						
Initiative						
Creativity						
Maturity						
Teamwork						
Leadership						
Overall						

Supporting Comments for "Exceptional" Rankings: _____

Recommender Name: _____ Title: _____

Signature: _____ Date: _____