ECOLE SECONDAIRE
ROBERT A. MCMATH SECONDARY
"Together We Learn"

REFERENCE LETTER REQUEST/SCHOLARSHIP NOMINATION FORM
2018-2019

Request for Reference Letter(s) may be refused if this package is not submitted at least 14 days prior to scholarship/award deadline date. Please remember that teachers take this task on in addition to their other duties. Be sure to THANK them for their efforts when you pick up the letter.

DEMOGRAPHIC INFORMATION:

McMath Student No:	Date:
Name:	Telephone:
Address:	Postal Code:
City:	PEN:
Cell:	Email:
Previous Elementary School:	

EMPLOYMENT: (Circle N/A if you do not have paid work experience).

COMPANY	RESPONSIBILTIES	START DATE – END DATE
	• • •	
	• • •	
	• • •	

ACADEMIC ABILITY:
Check the most appropriate description:

❑ Principal's Honour Roll   ❑ Honour Roll   ❑ Honourable Mention

❑ Strong Academic Student   ❑ Competent Academic Student

HOBBIES AND INTERESTS:

- _____
- _____
- _____

Please list three activities within either the school or the community that have been the most significant to you over the past 3 years, and state in a sentence or two why each was important. Activities can also include volunteer service, athletics, competitions (e.g. the Euclid Math Competition), etc.

Activity and years participated:
Your function/role/position in the activity:
Why it is/was significant:

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Your function/role/position in the activity:
Why it is/was significant:

Is there anything else you would like to add that would be applicable to a reference letter?   • _____   • _____   • _____

ACTIVITIES:
*In 'date' order from most recent, highlight your contributions in the areas of extra-curricular programs. Be specific and concise about your experiences. WORD PROCESS this information so that it can be e-mailed upon request, but … it should also be **ATTACHED** to this Student Information Package.*

For example ~

(Name of Student)
Contributions and recognition in the areas of extra-curricular programs,
athletics, awards, leadership and community service/citizenship

- ❖ expected to receive Career Preparation designation for over 100 hours of work experience, June 2018
- ❖ member of the McMath Grad Committee, 2018 - present
- ❖ received Leadership credit for over 30 hours of work experience, June 2018
- ❖ manager of Senior Boys Basketball Team, 2017
- ❖ involved in the organization of the Remembrance Day Assembly, 2016
- ❖ recipient of a Level 2 & Level 3 McMath Service Award for over 150 hours of voluntary service, 2016–'17
- ❖ frequent classroom volunteer at Steves Elementary, 2016 - present
- ❖ assisted with the Westwind Elementary Grade 6/7 Leadership Conference, Nov 2017
- ❖ volunteer for Music Conference, 2018
- ❖ participant in the Richmond Girls Cosom Hockey – Dream Team, 2017 - 2018
- ❖ frequent volunteer for numerous school and community events: tour guide for McMath Meet the Teacher Night; volunteer at Hamiliton Pre-school; volunteer at Steveston Community Center - Breakfast with Santa; volunteer for Alzheimer's Walk of Memories; volunteer at McMath Fine Arts Night; Math Peer Tutor ; volunteer for Salvation Army; volunteer with Special Olympics.

SPECIFIC SCHOLARSHIP/AWARD INFORMATION:

****   ATTACH A COPY OF THE SCHOLARSHIP CRITERIA SHEET ****

Scholarship/Award for which you are applying: _____

NAME of the person receiving the letter: _____

Nomination or Application **DEADLINE DATE:** _____

How long has the referee known you: _____

In what capacity has the referee known you? (i.e. teacher, coach, club sponsor, etc.)   _____

_____

Briefly describe three specific personal attributes you wish the reference letter to emphasize

(i.e .leadership, management, reliability, consistency, enthusiasm, etc).

- _____

- _____

- _____

POST-SECONDARY INSTITUTIONS you are interested in attending:

First Choice:	Program/Major:	Already Accepted? Yes / No
Second Choice:	Program/Major:	Already Accepted? Yes / No
Third Choice:	Program/Major:	Already Accepted? Yes / No
After post-secondary study, what profession, trade or employment do you hope to enter?		

SPECIAL REQUIREMENTS:

Check all that apply:

☐ Limited to one page

☐ Multiple copies   Number needed _____

☐ Requires a SCHOOL SEAL

☐ Mailed by the school

☐ Other: _____

SIGNATURE _____   **DATE** _____
I certify that all the information I have provided is true and accurate.