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**NB: ALL STUDENTS SEEKING FINANCIAL AID AND/OR APPLYING**

APPLICATION FOR FEDERAL STUDENT AID (**FAFSA**).

Applications are available on-line, and may be submitted electronically or downloaded as a PDF and mailed as a paper application.

Upon request, a paper application may be mailed to you.

HORTICULTURE

CALIFORNIA ASSOCIATION OF NURSERIES AND GARDEN CENTERS

The California Association of Nurseries and Garden Centers Endowment for Research and Scholarship (CANERS) distributes a number of annual awards (usually a minimum of $2,500) to high school students and college students currently residing in California, enrolled in a horticulture program, and interested in a career as a nursery professional or in a related field.

Eligible students must be currently carrying a minimum of 6 units while enrolled in a horticulture program. Students majoring or pursuing a terminal certificate in landscape architecture, dairy science, enology, floral design, golf and sports turf management, animal science, and landscape contracting are not eligible.

Application materials must include current, official transcripts from the past five years of enrollment, two letters of recommendation (preferably at least one from an instructor in horticulture), and short written statements about the applicant’s educational and professional goals, and interest and experience in horticulture. An unofficial, computer-generated transcript of classes for the current term must be included and signed by a departmental instructor.

As there is no minimum GPA requirement, work experience, involvement in horticulture-related extracurricular activities, involvement in the industry, and volunteer work and community service are weighted heavily in the selection process.

The deadline for receipt of application materials varies each year, and interested students should consult the CANERS scholarship website for an application and application deadline.

Mail application material to

California Association of Nurseries and Garden Centers
1521 I St
Sacramento CA 95814

Contact information
phone 916.928.3900
fax 916.567.0505

Website
www.cangc.org

GARDEN WRITERS ASSOCIATION FOUNDATION

The Garden Writers Association Foundation awards the annual Kathleen Fisher Memorial Scholarship to part- and full-time post-secondary students, including those attending a community college, enrolled in a horticulture, plant science, or journalism program, and with a documented interest in garden communications.

Eligible students must have a minimum 3.0 GPA and must have a history of involvement in campus activities (horticulture-related) and community service.

Application materials must include a minimum of two writing or photography samples, preferably previously published, and a supporting letter from an academic advisor, instructor, or
department head. Transcripts must be included. The deadline for receipt of all materials is December 10.

Award is conditional upon receipt of a written report from the award recipient regarding the intended use of the scholarship. All monies will be granted directly to the applicant’s school for use in the following spring term.

Mail application materials to

Scholarship Chair
Garden Writers Association Foundation
10210 Leatherleaf Ct
Manassas VA 20111

Contact information
phone: 703.257.1032
fax: 703.257.0213
e-mail: info@gardenwriters.org

Website

PERENNIAL PLANT ASSOCIATION
The Perennial Plant Association (PPA) offers five scholarships with complimentary registration at and lodging during the Association’s annual Perennial Plant Symposium to horticulture students interested in a career in perennial plants. Each award is worth $1,000, and prior recipients of the Perennial Plant Association scholarships are not eligible.

Eligible students must have a 3.0 GPA and must have at least one term remaining following the current spring term.

Award is conditional upon the student’s attendance at the current Perennial Plant Symposium (three days total), and an additional day of tours or workshops. In addition, the student must provide a brief summary of their experience at the Symposium to be published in the PPA newsletter.

Supporting materials include a statement of purpose explaining the student’s interest and experience in working with perennial plants, the student’s career goals, and an explanation as to how the student intends to use their scholarships towards pursuing these goals. The application must also include three letters of recommendation, one from an academic advisor, and one from a member of the PPA. Consult the PPA office using the contact information below for the name of a PPA member in your area. The deadline for receipt of all materials is March 1.

Mail application materials to

Dr. Steven Still, Executive Director
Perennial Plant Association
3383 Schiritzinger Rd
Hilliard OH 43026
CALIFORNIA SEED ASSOCIATION / GINNY PATIN SCHOLARSHIP FOUNDATION

With the support of the California Seed Association (CSA) the Ginny Patin Scholarship Foundation offers several annual scholarships to California residents enrolled in an undergraduate or graduate program offering coursework in plant science, soil science, and botany who have a special interest in the seed industry.

Numbers of awards and their value vary depending on the year and the suitability of applicants. In 2011, the foundation offered three $2,500 scholarships to qualified applicants.

Eligible students must be enrolled full-time. Incoming freshman applying for an award must agree to complete three semesters of coursework with a major emphasis in plant science, and eligible college sophomores, juniors, and seniors must have completed three semesters of coursework with a major emphasis in plant science prior to submitting their application. Membership in the CSA is highly recommended, but not required, of applicants.

Selection criteria include financial need, a documented interest in the seed industry and a stated intention to pursue a career in the industry, work experience in agriculture or a field related to plant science or seed production, academic honors, completion of rigorous coursework, the strength of the applicant’s transcripts, and a letter of recommendation attesting to the student’s qualifications.

Application materials include a completed and typewritten application, a 1,000 – 1,500 word essay explaining the student’s reasons for applying for the scholarship, their career goals, and their qualifications. A letter of recommendation from a department head or advisor must be included, and must include a verification of the applicant’s current GPA.

Deadline for receipt of materials vary, but generally occur in December for use in the following academic year. Decisions will be announced in January at the CSA Annual Convention. Current deadlines and criteria are available through the CSA website. Mail application material to

California Seed Association
1521 I St
Sacramento CA 95814

Contact information
phone: 916.441.2251

Website
www.calseed.org/scholarship.html

DIABLO WOMEN’S GARDEN CLUB SCHOLARSHIP PROGRAM

Each year the Diablo Women’s Garden Club, a member of the Diablo Foothills District of the California Garden Clubs federation, offers a number of need- and merit-based scholarships,
ranging in value from $500 to $2,000, to undergraduate and graduate horticulture students interested in community planting and gardening and conservation.

Eligible students must be residents of California, currently enrolled in a horticulture, landscape design, landscape architecture, or floristry program, with a minimum 3.0 GPA.

Application materials include a cover letter introducing the applicant, official transcripts, and a sealed letter of recommendation from an instructor. The deadline for receipt of all materials is in April. Applications and current deadlines may be sought from the contact information provided below. A data sheet and a typed response to interview questions, completed by the student, should be electronically submitted directly to the scholarship committee; transcripts and letters of recommendation should be mailed separately to

    Dolores Geisler  
    115 El Nido Ct  
    PO Box 626  
    Diablo CA 94528

Contact information  
Dolores Geisler  
e-mail: doloresgeisler@sbcglobal.net

WESTERN RESERVE HERB SOCIETY  
Each year the Western Reserve Herb Society, a unit-member of The Herb Society of America, awards the Francis Sylvia Zverina Scholarship, worth $4,000, to a undergraduate horticulture student.

Eligible students are U.S. citizens, in need of financial assistance, currently enrolled in a horticulture or closely-related program, with a desire upon graduation to work in the public or non-profit sector (city parks, public gardens, botanical gardens, arboreta) or to pursue a career in education or research. **Students must be in the process of completing their second or third year of study at the time of application.**

Application materials include three letters of recommendation (two from faculty members, and one from a current or recent employer), official transcripts, and a one- to two-page essay describing the student’s interest in horticulture, extracurricular activities, related work history, career goals, and financial need.

Deadline for receipt of all materials is April 1. An application form may be downloaded from the scholarship portion of The Herb Society of America’s website. Mail materials to

    Carol Braverman, Committee Chair  
    7250 Brecksville Rd  
    Independence OH 44131

Contact information  
Carol Braverman  
phone: 216.524.1045  
e-mail: crbraverman@yahoo.com
CALIFORNIA HORTICULTURAL SOCIETY
The California Horticultural Society offers a number of scholarships each year to undergraduate and graduate students planning careers in botany, horticulture, landscape design, plant biology, or other related fields.

Number of awards available and their value are determined by monies available for disbursement each year and by the number of qualified applicants.

Awards are merit- and need-based, and the fitness of each applicant is evaluated on the basis of transcripts; letters of recommendation attesting to the student's aptitude, character, and abilities; and demonstrated financial need.

Deadlines for receipt of materials vary by year. To request an application, write to

Ms. Diana D. Ross
PO Box 60
Belmont CA 94002

Contact information
Ms. Diana D. Ross
e-mail: lambeaux@pacbell.net

Website
www.calhortsociety.org

MARY LOU HEARD FOUNDATION HORTICULTURAL SCHOLARSHIP
With donations provided by visitors and admirers of the annual Mary Lou Heard Memorial Garden Tour, the Mary Lou Heard Foundation awards one horticulture student each year with a scholarship towards tuition. Past winners include volunteers who have assisted worked for the foundation in assisting homeowners to prepare their gardens for display in the annual self-guided tour.

Interested applicants should consult the website or use the contact information provided below to request an application form and learn current eligibility criteria and the current deadline for receipt of application material.

Contact information
The Mary Lou Heard Foundation
8719 Hummingbird Ave
Fountain Valley, CA 92708
phone: 714.566.4800
e-mail: heardsgardentour@yahoo.com

Website
www.heardsgardentour.com

ANIMAL & LIVESTOCK SCIENCE
PACIFIC EGG & POULTRY ASSOCIATION
The Pacific Egg & Poultry Association (PEPA) in association with the Western Poultry Scholarship and Research Foundation offers scholarships to high school graduating seniors,
undergraduates, and graduates students to be awarded in fall term of the current year for use in that term and the following spring term.

Number of awards and award values vary each year according to the number of applicants. Eligible applicants must be full-time students attending a college or university in one of the eleven western US states (including California) or the western provinces of Canada offering curriculum in poultry. Eligible students should be enrolled in an animal science program or be pursuing a certificate or degree in veterinary technology.

Successful applicants will demonstrate financial need, an interest in the poultry industry, and scholastic achievement.

Application materials include a one-page statement concerning the applicant’s interest in the poultry industry, their professional goals, their financial need, and their qualifications and experience (including internships or current work experience). Following completion of the application, a separate letter from an academic advisor or department head which will attest to the student’s achievements and will verify their reported GPA must be sent directly to PEPA. All application materials are due in January. Consult the scholarship portion of the PEPA website for the current year’s deadline. Materials should be sent to

PEPA
1521 I St
Sacramento CA 95814

Contact information
phone: 916.441.0801
Web site
www.pacificegg.org/scholarship.html

NATIONAL CATTLEMEN’S FOUNDATION
The National Cattlemen’s Foundation in association with the Chicago Mercantile Exchange Group offer ten Beef Industry Scholarships of $1,500 each to graduating high school seniors or full-time undergraduates pursuing a career in the beef industry. This scholarship is open only to current members of the National Cattlemen’s Association.

Successful applicants will be able to demonstrate a commitment and interest in the beef industry through scholastic achievement, coursework, internships, extracurricular activities, student memberships in professional organizations, work experience, and life experience.

Application materials include a cover page, two letters of recommendation from instructors or professionals in the beef industry for whom applicants have worked, proof of full-time enrollment, and two essays. The two essays are weighted heavily – 80 percent – in the evaluation process. The first one-page essay constitutes a statement of intent concerning the applicant’s professional and academic goals. An additional 750-word essay must describe and offer a practical solution for a problem currently facing the beef industry.

Deadlines vary according to year. Consult the scholarship portion of the National Cattlemen’s Foundation website for an application and for the current year’s deadline. Mail all application materials to
ANDY PEEK LIVESTOCK SCHOLARSHIP
Each year the Red Bluff Bull and Gelding Sale offers scholarships through the Andy Peek Livestock Scholarship Fund worth $500, $750, and $1,000 to undergraduate students enrolled in an agricultural program who wish to pursue a career in the livestock industry.

Eligible students must be enrolled full-time in an agricultural program. Successful applicants will demonstrate their interest in the livestock industry through coursework, extracurricular activities, employment, and related achievements or honors.

Application materials include proof of registration, current transcripts, two letters of recommendation (one each from an instructor and a member of the community who can attest to the student’s character and achievements), a brief written statement introducing the student and explaining their educational and career objectives, and a 4” x 6” photograph. Consult the supporting website for additional criteria and an application form.

Application materials must be received by December 31. Recipients will be announced the following January at the Red Bluff Bull and Gelding Sale. Mail materials to

Andy Peek Livestock Scholarship
c/o Shasta Livestock
PO Box 558
Cottonwood CA 96022

Contact Information
Laurie Norene
phone: 530.682.7485

Website
www.wvmcattle.com/andyschol10.htm

WEST COAST EQUINE FOUNDATION
Each year the West Coast Equine Foundation offers financial assistance in the form of the Dick Randall Memorial Scholarship to entering college freshman, continuing undergraduates, and high school students who wish to pursue a career in the equine or agricultural industries.

Eligible applicants must be residents of California, Nevada, Oregon, or Washington. Entering freshman must maintain 12 units per term during the course of the academic year for which the scholarships provides funds. Eligible freshman must have maintained a minimum 3.0 GPA in high school prior to entering a post-secondary program. Eligible undergraduates must also
maintain **12 units per term** during the course of the academic year for which the scholarships provides funds and must have a minimum **3.0 GPA**.

Successful applications will be judged by the suitability of the applicant’s major to the goals and purpose of the West Coast Equine Foundation, the applicant’s coursework, GPA, personal statement, and letters of recommendation.

Application materials include a 300-word personal statement describing the student’s educational and professional goals, and how the award will provide assistance in meeting those goals. The application also includes prompts for written responses concerning the coursework the scholarship will fund and a description of other means of financial assistance (personal income, other awards, employment) the student will use to fund their education. Transcripts, two letters of recommendation, and a current photograph of the student must also be included in the application materials.

Applications must be typed. The deadline for receipt of materials is currently **June 30**; consult the website for future deadlines and updated eligibility criteria. Mail materials to

**West Coast Equine Foundation**  
**7200 Lone Pine Dr**  
**Rancho Murieta CA 95683**

**Contact information**  
phone: 916.354.2119

**Website**  
[www.westcoastequinefoundation.org](http://www.westcoastequinefoundation.org)

### CALIFORNIA CATTLEMEN’S ASSOCIATION SCHOLARSHIP PROGRAM

Each year the California Cattlemen’s Association (CCA) Scholarship program offers a number of scholarships to undergraduate agriculture and veterinary students who wish to pursue a career in the beef cattle industry (production, trade, nutrition, marketing, agricultural education, et al.)

Eligible applicants must maintain a **minimum 2.75 GPA** and be current **young, regular, or feeder members of the California Cattlemen’s Association**. Information about **types of membership** and applying for membership in the CCA can be found on association’s website.

Applicants are evaluated based on their stated career goals; involvement in school, community, and professional activities related to the beef industry; leadership qualities; and financial need. Applicants will be screened based on the aforementioned criteria, and a selection of finalists will be requested to attend an oral interview with the selection committee to determine the ultimate recipients.

Application materials must include transcripts, two letters of recommendation, a 500-word personal statement describing the applicant’s career goals, a list of awards and honors received, and a list of extracurricular activities and hobbies.

The current deadline for receipt of all materials is **May 13** (or the preceding Friday, should the 13th fall on a weekend). Consult the CCA website for current deadlines and for a copy of the application form. Mail all materials to
FRIENDS OF THE CALIFORNIA STATE FAIR SCHOLARSHIP PROGRAM

Each year the Friends of the California State Fair Scholarship program offers a number of awards—ranging from $250 to $1,500—to high school, undergraduate, and graduate students pursuing an education in an agricultural field. Residents of California are the only applicants eligible to receive an award.

Award categories vary, and depend on course of study and career objectives. Each applicant is allowed to apply for one category only, and all applicants automatically compete for an overall $5,000 scholarship in addition to monies received from the category selected. There are some categories for which community college students are ineligible. In categories offering awards for which community college students are eligible, such students must be currently enrolled in an AA / AS terminal program with a minimum 3.0 GPA.

Prior to announcing the names of the final recipients, the scholarship committee will request an interview with a selection of finalists for each category. Applicants must agree prior to submitting their application that should they be selected as finalists, they will attend this formal interview, which will be held in Sacramento prior to the announcement of the final category recipients and the recipient of the overall bonus scholarship.

All application materials must be submitted in a single envelope. These include one set of original and one set of copies of the following materials: a completed application form; a 2 – 3 page, double-spaced personal statement in 12-point font describing the applicant’s career and academic goals, interest in an agricultural field, and experience in school, community, or extracurricular activities related to that field; official transcripts; two letters of recommendation (at least one from an instructor or academic advisor on departmental letterhead); and, in some categories, an additional essay response to a specific prompt.

Deadline for receipt of materials varies according to year. Consult the website for current deadlines and a copy of the application form and category criteria. Application materials may be mailed or hand-delivered.

Mail application materials to

Friends of the Fair Scholarship program
c / o Sandi Hurtgen
California State Fair
PO Box 15649
Sacramento CA 95852

Hand deliver materials to

1600 Exposition Rd
Sacramento CA 95815
SAN DIMAS WESTERN DAYS RODEO SCHOLARSHIP
The San Dimas Western Days Rodeo, sanctioned by the Professional Rodeo Cowboys Association (PRCA), is held in October each year at the Tex Shoemaker arena, and awards through its scholarship foundation annual financial assistance to high school and college students.

Eligibility is not limited to a major or field of study. Eligible students should be active in their communities, should be involved in school clubs or associations, and should participate in extracurricular activities related to their field of study.

Application materials include a completed application form and a personal statement discussing (a) the applicant's career goals; (b) an educational project or activity of personal importance to the applicant; and (c) an individual who has influenced the applicant's life. The strength of the completed application and personal statement will determine which applicants are asked to attend a formal interview with the scholarship committee, after which a select number of successful applicants will be named scholarship winners.

Deadlines for receipt of application material vary by year; consult the contact information or website for an application form and the current deadline. Applications may be mailed or hand-delivered.

Mail application materials to
San Dimas Rodeo Scholarship Committee
PO Box 3180
San Dimas CA 91773

Hand deliver materials to
Janie Graef, Scholarship Chairperson
1630 West Covina Blvd, #90
San Dimas CA 91773

Contact Information
Janie Graef, Scholarship Chairperson
phone: 909.599.7566

Website
www.sandimasrodeo.com

THE RACE FOR EDUCATION
The Race for Education (REF) is an outreach and education program that provides scholarships for students with significant financial need who are pursuing degrees in agriculture and equine management.

A number of diverse scholarships with distinct eligibility criteria are available to students on an annual basis. Consult the REF website's scholarship FAQ for information about each scholarship.
All application material must be submitted electronically through the on-line STARS (scholarship tracking and review) portal linked from the REF’s website. In addition to completing the on-line application form, applicants will be requested to upload scanned copies of their transcripts and letters of recommendation. Applicants must also complete, separately, a FAFSA in order to be eligible for an award.

Applications are available beginning in November of each year. Consult the REF website for deadlines and instructions for completing the on-line application.

Website
raceforeducation.org

UNITED STATES PONY CLUBS SCHOLARSHIP PROGRAM
Each year the United States Pony Clubs (USPC) scholarship committee awards scholarships to its members for academic excellence, outstanding personal achievement as club members, and leadership and service within individual clubs.

Information about club membership and USPC member clubs in the southern California region can be found through the USPC website.

A number of scholarships are available each year, and applicants are judged by Pony Club ratings achieved, GPA, involvement in club activities and related equestrian pursuits, and related honors and awards received. Consult the USPC website for a list of scholarships and scholarship criteria. Applicants may apply for multiple scholarships using one application form.

Supplementary application materials include an essay describing how membership in the Pony Club has influenced and benefited the applicant’s life, two letters of recommendation, official transcripts, and a verification of enrollment.

Deadline for receipt of all application material is March 31. Mail material to

USPC scholarships
4041 Iron Works Pkwy
Lexington KY 40511

Contact Information
USPC Development Department
phone: 859.254.7669 ext. 228
e-mail: development@ponyclub.org

Website
www.ponyclub.org

APPALOOSA YOUTH FOUNDATION
Each year the Appaloosa Youth Foundation provides scholarships to outstanding members of the Appaloosa Horse Club (ApHC) or Appaloosa Youth Association (AYA) who have experience riding or showing Appaloosas or whose family owns Appaloosas and who profess a lifetime interest in horsemanship.

Scholarships are not limited to those students pursuing a degree related to equine management, but are open to students in any major or field of study provided they can demonstrate an
interest in Appaloosas or horses, in general, through: coursework; extracurricular and community activities; membership in related organizations; and/or participation in ApHC- or AYA-sponsored events. In addition, applicants are evaluated on the strength of their personal statements, letters of recommendation, GPA, and demonstrated financial need.

Applications materials include a personal statement, three letters of recommendation mailed by referees separately from the application form completed by the student, official transcripts, proof of enrollment, and a recent photograph of the applicant. Application forms must be sought through the applicant's local ApHC office.

Information about membership in the ApHC and AYA may be found through their respective websites.

Deadline for receipt of application materials is June 1. Mail materials to

Appaloosa Youth Foundation Scholarship Committee
2720 W Pullman Rd
Moscow ID 83843

Website
http://www.appaloosayouth.com/contests/scholarships.htm

ARABIAN HORSE FOUNDATION
Each year the Arabian Horse Foundation (AHF) awards scholarships to current and former youth members of the Arabian Horse Association (AHA) who have a demonstrated financial need and who are active within the AHA and related organizations.

Applicants are evaluated on their academic abilities, leadership skills, and involvement in equine activities.

Application materials include two letters of recommendation, official transcripts, and a copy of the applicant's ACT / SAT scores.

Information about membership in the AHA can be found on that organization's website.

Deadline for receipt of materials varies by year, but falls in April. Mail material to

Arabian Horse Foundation
ATTN: Scholarships
10805 E Bethany Dr
Aurora CO 80014

Website
www.arabianhorsefoundation.org/scholarship.html

VETERINARY TECHNOLOGY
OXBOW ANIMAL HEALTH SCHOLARSHIP PROGRAM
The Oxbow Animal Health Scholarship program offers two distinct scholarships annually for undergraduate students pursuing a degree in animal science or veterinary technology.
The Oxbow Undergraduate Scholarship is a $1,000 award for undergraduate students with a demonstrated interest in working with companion animals. Application materials include a résumé or CV compiling employment history and related extracurricular activities; two letters of reference; proof of full-time enrollment in an animal science or veterinary technology program; official transcripts with current GPA; and a 300 – 500 word essay explaining the applicant’s interest in a career in the companion animal industry.

The Oxbow Veterinary Technology Scholarship is a $500 award for veterinary technology students who can demonstrate an academic and professional interest in small and exotic animal medicine. Application materials include a résumé or CV compiling employment history and related extracurricular activities; one letter of reference; proof of full-time enrollment in an accredited veterinary technology program; official transcripts with current GPA; and a 300 – 500 word essay explaining the applicant’s interest in the exotic animal field.

Applications for both scholarships are due in March, and deadlines vary according to year. Awards are available for use in the following fall term. Consult the Oxbow Animal Health website for application forms and current deadlines. Mail application material to

Oxbow Animal Health
Attention: Undergraduate Scholarship or Veterinary Technology Academic Scholarship
29012 Mill Rd
Murdock NE 68407

Contact information
phone: 800.249.0366
fax: 402.867.3222
e-mail: academy@oxbowanimalhealth.com

Website
www.oxbowanimalhealth.com/academy/scholarships

LESBIAN AND GAY VETERINARY MEDICAL ASSOCIATION
Each year the Lesbian and Gay Veterinary Medical Association (LGVMA) offers one $750 scholarship to a veterinary technician student whose academic and professional experiences demonstrate their commitment to promoting the role of veterinary medicine in public health programs and public health policies, who recognizes the importance of veterinary medicine in fostering a human-animal bond, and who has a demonstrated history in working with animals as care-givers for ailing or disabled pet-owners.

Eligible students must be enrolled full-time in an accredited veterinary technology program.

Application materials include a cover letter with the applicant’s name, contact information, current mailing address, name and address of school, and expected date of graduation. Applicants must include a 500 word statement attesting to the applicant’s strengths and interests with respect to the purpose and mission of the scholarship as explained above. Official transcripts must be included with the application. Letters of recommendation are not required, but recommended. If the applicant chooses to include references, the LGVMA recommends the student to seek referees from among current or former instructors, faculty members, and/or members of the LGVMA.

Deadline for receipt of application materials is May 30. Applications may be e-mailed, or sent to the following address
LANDSCAPE
CALIFORNIA LANDSCAPE CONTRACTORS ASSOCIATION / LEAF SCHOLARSHIP PROGRAM
Each year the Landscape Educational Advancement Foundation (LEAF), established by the California Landscape Contractors Association (CLCA) Women’s Auxiliary, awards scholarships to undergraduate students enrolled in an ornamental horticulture program who wish to pursue a career in landscape contracting.

Eligible students must be currently enrolled in a minimum 6 units while majoring in ornamental horticulture at a 2-year college or 4-year state university. Award is conditional upon the verification of enrollment in the following fall term, and may be applied either at the student’s current college or at another accredited school if they plan to transfer.

Successful applications will be evaluated on the strengths of the student’s academic record, financial need, career goals, employment history, extracurricular experience, and letters of recommendation.

Supplementary application materials include three letters of recommendation by a current or the most recent employer, instructor, academic advisor, activities advisor, or any other appropriate referee who can attest to the student’s abilities, leadership skills, and interest in landscaping. The application also provides prompts for short written responses regarding the student’s interest in the landscaping industry, educational objectives, and reasons for requesting financial assistance.

Application materials must be sent in a single envelope and postmarked April 15 (or the previous Friday if the 15th falls on a weekend). Send materials to

LEAF Foundation
1491 River Park Dr, Suite 100
Sacramento CA 95815

Contact information
phone: 916.830.2780
fax: 916.830.2788
e-mail: hq@clca.org

Website
www.clca.org/clca/about/wapply.php
PROFESSIONAL GROUNDS MANAGEMENT SOCIETY

The Professional Grounds Management Society (PGMS) offers annual scholarships to students currently enrolled in a horticulture program related to grounds or turf management, landscaping, irrigation, or a closely related field. The number of recipients of the PGMS scholarships vary each year according to the discretion of the scholarship committee, and the committee awards their recipients over $6,000 total, increasing by at least 5 percent each year. The top recipient will also receive free registration at and recompense for traveling expenses to the Green Industry and Equipment Expo (GIE+Expo) held in Louisville KS each October.

Eligible applicants must be currently enrolled in a horticulture program or be recently graduated from high school with plans to enroll in a horticulture program the following fall term. The applicant must be sponsored by a current PGMS member, and must be able to document their involvement in grounds or landscaping management or maintenance through coursework, employment history, membership in professional organizations, volunteer work, and extracurricular activities.

Application materials include a completed application form, a typed cover letter serving as a letter of introduction, describing the applicant's qualifications, experiences, and interests, and explaining how they will use their award towards their education. A current résumé or CV, including certificates earned, awarded or honors garnered, and extracurricular activities, must be included, as well as transcripts, two letters of recommendation, and a letter from the PGMS member who is sponsoring the applicant.

Deadline for receipt of application materials is January 1. Winners will be notified by January 31. Mail application material to

Professional Grounds Management Society
720 Light St
Baltimore MD 21230

Website
www.pgms.org/pgmsscholarship.htm

INTEGRATED PEST MANAGEMENT

APHIS PPQ WILLIAM F HELMS STUDENT SCHOLARSHIP

Each year the USDA’s Animal Plant Health Inspection Service (APHIS) agency offers undergraduate students financial assistance of up to $5,000 per year and an opportunity for paid work experience during session breaks in the summer and holidays with the Plant Protection and Quarantine (PPQ) program, which is involved in controlling and eliminating exotic pests and diseases from agricultural and natural resources. Recipients will work with other federal, state, and local agricultural personnel and will learn from licensed USDA PPQ applicators the proper procedure for pesticide applications, and may participate in quarantine activities, inspecting goods for export, trapping invasive species, and performing surveys for invasive diseases. Helms scholars who have completed their education, training, and work requirements may be offered, upon completion of their current educational program and their required hours with the PPQ as a student employee, full-time employment in the PPQ.

Eligible students are U.S. citizens, enrolled in an agricultural or biology program with sophomore or junior standing while maintaining a minimum 2.5 GPA. Award is contingent upon agreement of the recipient to complete 640 hours during school breaks with the PPQ prior to the completion of their studies.
Application materials include an optional application for federal employment (OF-612) or résumé, and a personal letter introducing the student and their career goals, explaining their interest in integrated pest management, and explaining how their abilities and academic and professional experiences will ensure them a meaningful contribution to the PPQ during their employment as a Helms scholar. Applicants must also include current transcripts and three letters of recommendation.

Applications must be postmarked March 1 for award of benefits in the following fall term. In certain years, the William F Helms Student Scholarship is not offered – CONSULT THE USDA APHIS OFFICE PRIOR TO COMPLETING YOUR APPLICATION FOR THE CURRENT STATUS OF THE SCHOLARSHIP. Mail material to

United States Department of Agriculture
Attention HR / Recruitment
1400 Independence Ave SW Room 1710
Washington DC 20250

Contact information
phone: 202.690.4759

Website

PESTICIDE APPLICATORS PROFESSIONAL ASSOCIATION
Each year the Pesticide Applicators Professional Association (PAPA) provides two qualified undergraduate horticulture students with an interest in integrated pest management one $2,500 scholarship each.

Eligible applicants have at least sophomore standing, or have completed 30 units, and are enrolled full-time in a horticulture or pest management program with a minimum cumulative 2.5 GPA through the term prior to application.

Work experience, pest management-related activities, and academic honors are weighted most heavily among the selection criteria. Additional application material includes a 300 – 500 word essay describing how pest application is part of the applicant's larger career goals. A résumé or CV, listing relevant work experience, awards and honors received, and extracurricular activities must be included in the application, along with verification of full-time enrollment, official transcripts, and two letters of recommendation (one from an instructor or faculty member and one from a member of the pest application industry who can attest to the applicant's abilities and experiences).

Deadlines for receipt of materials varies, but generally falls in April. Consult the PAPA website for current deadlines and a current application form. Mail all application material to

PAPA Scholarship
PO Box 80095
Salinas CA 93912

Contact information
Judy Letterman
phone: 831.442.3536
CALIFORNIA WEED SCIENCE SOCIETY

The California Weed Science Society (CWSS) provides two forms of financial assistance for undergraduate students with a keen interest in weed and invasive plant management. Undergraduates enrolled in a horticulture program may apply for the **CWSS Undergraduate Scholarship**, worth $2,000, or for an 8-week **CWSS Internship program**, worth $3,000 or more.

Application materials for both the scholarship and internship program must include a cover letter with the student’s name, contact information, college, and expected graduation date. A résumé or CV stating the applicant’s current GPA, work experience, related coursework completed, related extracurricular activities, and honors received must be included. A 500 word statement describing the student’s interest and experiences in invasive plant management is a requirement. Finally, a letter of recommendation from an academic advisor or instructor must be included in the application materials.

Prior to submitting their application, students interested in the internship program must contact a member of the University of California personnel from an approved list who is willing to sponsor and work with the applicant during the 8-week internship period. Students must select a potential advisor prior to applying. A list of personnel is available on the CWSS website.

Interested applicants may contact Tom Lahini (wtlanini@ucdavis.edu) for more information about the internship program, work duties, and expected location.

Deadline for receipt of all application materials is **March 15**. All application material should be mailed in a single envelope, or e-mailed, to

Rob Wilson  
UC ANR Intermountain Research and Extension Center  
2816 Havlina Rd PO Box 850  
Tulelake CA 96134  
rgwilson@ucdavis.edu

Website
www.cwss.org/scholarships.html

TURF

TURF AND ORNAMENTAL COMMUNICATOR’S ASSOCIATION

The Turf and Ornamental Communicator’s Association (TOCA) offers $2,500 each fall term to an undergraduate pursuing a career in green industry communications and currently enrolled in a horticulture program or related field (including plant science and botany) at a 2- or 4-year college offering curriculum in turf management.

Eligible students must demonstrate an interest in using their course of study towards field communications, must have an overall 2.5 GPA, and a 3.0 GPA in their course of study.

Application materials include two academic or professional letters of recommendation, a résumé or CV, transcripts, a writing sample previously published or suitable for publication, and a 500 word essay briefly describing the student’s (a) interest in the turf and ornamental industry; (b) communications experience (such as writing or editing experience in a student publication or academic journal); and (c) professional goals.
Application materials must be e-mailed to barbulschmid@gardnerandgardnercommunications.com and titled “TOCA scholarship.” The deadline for receipt of all materials is March 1. Applications can be found on-line at the TOCA website.

Contact information
Den Gardner or Barb Ulschmid
phone: 952.758.6340
e-mail: toca@gardnerandgardnercommunications.com

Website
www.toca.org

GOLF COURSE SUPERINTENDENTS ASSOCIATION OF AMERICA
Each year the Golf Course Superintendents Association of America (GCSAA) in association with the Environmental Institute for Golf offers approximately two dozen scholarships to undergraduate students pursuing a course of study in golf course management, sports turf management, or a closely related field.

The first-place winner receives a $6,000 scholarship and is designated as the Mendenhall Award Winner for that year. The second-place winner receives a $5,000 scholarship and is designated as the recipient of the Allan MacCurrrach Award, funded by the PGA tour. The Mendenhall Award Winner and recipient of the Allan MacCurrrach Award are also awarded an all-expense paid trip to the next Golf Industry Show sponsored by the GCSAA. Ten to fifteen additional applicants are designated as GCSAA Scholars and receive $1,500 to 2,500 scholarships. Up to an additional ten Merit Winners receive $500.

Eligible students must have completed at least one year (24 credit hours) in a golf course or turf program, must be current members of the GCSAA, and must be pursuing a career as a golf course superintendent or related profession.

International students may apply for the Ambassador Award. These applicants must be able to provide documentation of non-US citizenship, must meet all other eligibility requirements, and must rank as one of the top candidates in the GCSAA Scholars competition based on the selection criteria described below.

Financial need is not a factor in determining eligibility. Successful applicants will be evaluated on academic achievement and honors, employment history, extracurricular activities in golf course or turf management, membership and involvement in turf associations or related organizations, the recommendation of a golf course superintendent, and a letter of recommendation from an academic advisor.

Application materials include transcripts, an advisor’s report from an academic advisor or the head of the applicant’s department, a superintendent’s report from a golf course superintendent for whom the applicant has worked, and an essay not to exceed two double-spaced pages that addresses the applicant’s (a) interest in becoming a golf course superintendent; (b) academic and professional preparation for this goal; and (c) general career expectations.

Application and supporting materials are due June 1, and should be mailed to
GOLF COURSE SUPERINTENDENTS ASSOCIATION OF SOUTHERN CALIFORNIA

The Golf Course Superintendents Association of Southern California (GCSASC) Scholarship Committee sponsors an annual scholarship competition available to undergraduate students enrolled in a turf science program who plan to pursue a career in the golf industry.

Number of awards and their value vary by year.
Successful applicants will demonstrate their interest and qualifications in the golf and sports turf industries through coursework, employment history, and extracurricular activities.

Application materials include a brief, 250 word statement explaining why the applicant is requesting financial assistance. A letter of recommendation from an instructor or a golf course superintendent who can attest to the applicant’s strengths and qualifications is required.

Application deadlines vary by year, but fall in May. Consult the website or use the contact information provided below to request the current year’s deadline. Application forms may be requested through the contact information provided below. Completed applications may be mailed or faxed. Mail applications to

Golf Course Superintendents Association of Southern California
PO Box 77248
Corona CA 92877

Contact information
Cyndy Neal, executive director
phone: 310.528.0723
fax: 951.735.8470
e-mail: cyndy@cmnsupt.com

Website
www.californiagcsa.org/southern-california/

SPORTS TURF MANAGERS ASSOCIATION / SAFE SCHOLARSHIP PROGRAM
Each year, the Foundation for Safer Athletic Field Environments (SAFE), initially funded and founded in 2000 by the Sports Turf Managers Association (STMA), awards two undergraduate student members of the STMA the Dr. James Watson Undergraduate Scholarship and the Dr. Fred Grau Scholarship.

Award values vary by year, but begin at $1,000, and include registration and three nights lodging at the annual STMA Conference and Exhibition.

Successful applicants will demonstrate their dedication to the turf management industry through their academic records and employment history, and will attest in supplementary written statements to their desire to pursue a career in turf management or research. Eligible students must enroll in a minimum 6 units in a two- or four-year program related to sports turf management in the academic year following the award period; will have at least one semester’s coursework left to complete by the application deadline; and will be a current member of the STMA.

Selection is based solely on merit, rather than financial need. Supplementary materials include a résumé or CV, with a special consideration of extracurricular activities, volunteer work, academic honors, previously awarded scholarships, membership in professional organizations, and participation in events hosted by those organizations; a short essay on the student's desire to enter the turf management industry and their educational goals; a biographical essay concerning the student's experiences in the turf industry and other closely related experiences; sealed, official transcripts; a sealed employer reference; and a sealed letter of recommendation from a member of faculty.
ARBORICULTURE

SARA SHALLENBERGER BROWN GCA NATIONAL PARKS CONSERVATION SCHOLARSHIP

The Garden Club of America (GCA) in partnership with the Student Conservation Association (SCA) awards one student $3,000 annually to complete summer field training with the National Parks Service as an SCA crew leader apprentice.

Eligible students are undergraduates between 19 and 20 years of age, interested in conservation, environmental education, and outdoor field training. The recipient of the award will be mentored by an SCA crew leader to assist in the supervision and management of a team of SCA high school students on service projects and recreational trips. Successful applicants will have some experience in outdoor / wilderness youth educational programs, or related activities, and may have practice in trail restoration.

Application materials must include a short essay describing how the scholarship will contribute to the student’s educational or professional goals, and two letters of recommendation (preferably one from an instructor who can speak to the applicant’s abilities).

Application materials must be received by February 1.

Mail application and letters of recommendation to

GCA Awards for Summer Environmental Studies
c/o Doug Caum, Conservation Crews
The Student Conservation Association
PO Box 550
Charlestown NH 03604

Contact information
Connie Yates, Garden Club of America
phone: 212.753.8287
fax: 212.753.0134
e-mail: cyates@gcamerica.org

Website
http://www2.gcamerica.org/outreach-scholarships-details.cfm?ScholarshipID=31
STREET TREE SEMINAR, INC.
Street Tree Seminar, Inc. awards scholarships worth $500 - $1,500 annually to southern California college students seeking to enter the fields of urban forestry and arboriculture.

Eligible students must be currently carrying 12 units while enrolled in an arboriculture, horticulture, or natural sciences program.

Selection criteria are weighted, and factor in GPA, financial need, extracurricular and academic involvement and honors, employment history, a letter of recommendation from an academic advisor, a one-page essay on the importance of street trees suitable for publication in the Street Tree Seminar, Inc. monthly newsletter, and an oral interview to discuss the student’s educational and professional goals (to be conducted November 10).

Application and supporting materials must be received by the organization by November 1. Applicants may be asked subsequent to the deadline to supply academic transcripts or testimonies of employment to support their application. As a condition of receiving their award, applicants must agree to participate in an awards ceremony hosted by the organization and scheduled for November 15.

Mail application material to
Street Tree Seminar, Inc.
Scholarship committee
PO Box 6415
Anaheim CA 92816

Contact information
Dan Jensen, scholarship chairperson
phone: 714.841.2905

Website
http://www.streettreeseminar.com/scholarships.aspx

TREE RESEARCH AND EDUCATION ENDOWMENT FUND
The Tree Research and Education Endowment (TREE) Fund annually offers two scholarships for college students interested in a career in commercial arboriculture.

The Robert Felix Memorial Scholarship is a $3,000 award to be presented in two halves, one payment each for two consecutive terms. Proof of GPA and enrollment in the second term must be provided prior to final payment.

Eligible applicants must be student members of the International Society of Arboriculture (ISA), must be entering their second year of a two-year / associate’s degree program, and must have a 3.0 GPA.

Application requirements include a written referral from a departmental advisor; two additional letters of recommendation; a letter of intent, describing the applicant’s education and professional goals; and a completed application form. All application materials must be submitted by May 1.

Applications for the Robert Felix Memorial scholarship may be submitted on-line, or to the TREE fund office at the address below.
The **John Wright Memorial Scholarship** is a **$2,000** award to be presented in two halves, one payment each for two consecutive terms. Proof of GPA and enrollment in the second term must be provided prior to final payment.

Applicants must be US citizens, must be seeking their first bachelor’s or associate's degree, must have a **3.0 GPA**, and must be **employed at least part-time** during spring and fall terms. Eligible applicants should have a documented history of volunteer work and community service, and should be able to demonstrate a skilled writing ability in a writing sample. Letters of recommendation should attest to their character and ability to complete difficult tasks. All application materials must be submitted by **June 15**.

Applications for the John Wright Memorial Scholarship may be submitted [on-line](http://www.treefund.org/grants_scholarships.htm), or to the TREE Fund office at the address below.

Mail application materials for both scholarships offered by the TREE Fund to

*The TREE Fund*

*552 S Washington St*

*Suite 109*

*Naperville IL 60540*

**Contact information**

*phone: 630.369.8300*

*fax: 630.369.8382*

**Website**

[www.treefund.org/grants_scholarships.htm](http://www.treefund.org/grants_scholarships.htm)

## FLORICULTURE & FLORAL DESIGN

**AMERICAN FLORAL ENDOWMENT**

The American Floral Endowment offers **19 distinct scholarships annually** for students who wish to pursue a career in floriculture, floral design, horticulture, propagation, or a closely related field.

Eligible students must be citizens of the U.S. or Canada, or be **currently enrolled in a horticulture program** at a two- or four-year accredited U.S. or Canadian college; and must possess a **minimum 2.0 GPA**.

Awards range from **$500** to **$2,000**.

Applicants may complete **one application** to compete for **up to 6 scholarships** of their choice. Application materials include a statement of intent, a list of annual income and expenses, two letters of recommendation (preferably one each from an instructor and an employer), and transcripts.

The deadline for receipt of all application materials is **May 1**. AFE recommends that students complete their applications on-line, and prefers that supporting material (letters of recommendation and transcripts) be e-mailed as MS Word documents or PDF files to **afe@endowment.org**.

Mail paper application material to
AFE INTERNSHIPS
In addition to providing scholarships, the AFE sponsors two distinct internship programs for students interested in commercial and retail floriculture.

The Vic and Margaret Ball Intern Scholarship program provides floriculture or horticulture students funding for a scholarship and paid internship in a commercial production setting. Eligible students may apply for a six month paid internship and a $6,000 scholarship, a four month paid internship and a $4,000 scholarship, or a 3 month summer paid internship and a $1,500 scholarship.

The Mosmiller Intern Scholarship program provides students interested in a career as a retail or wholesale florist with a ten to sixteen week paid internship in a retail setting and a $2,000 scholarship.

Eligible students for both programs are U.S. citizens currently enrolled in a floriculture or horticulture program at a 2- or 4-year college with a minimum 2.0 GPA. Internships must be completed prior to graduation. Training will be provided in a geographic region other than the student’s home or school location.

There are two deadlines for receipt of application materials for both scholarships, October 1 and March 1. Internships must begin within 12 months of application date. For application forms and more information, consult the AFE website.

Website
www.endowment.org

SCHOLARSHIPS AT MT. SAC
MT. SAC SCHOLARSHIP PROGRAM
Each spring term the Mt. SAC Scholarship Program accepts applications for nearly $250,000 in financial aid available to eligible students for use in the following academic year.

Eligibility requirements vary, and not all scholarships are limited to those applicants who can demonstrate financial need. All scholarships are limited to those students who are returning to Mt. SAC in the following fall term, or who are transferring to another eligible and accredited school.

Of particular interest to students in the Agricultural Sciences department is the Harold Breedlove Memorial Scholarship, a $1,000 scholarship annually awarded to a horticulture student. Eligible students must be enrolled in a minimum of 12 units during the spring term and possess a
minimum 2.0 GPA. Successful applicants will demonstrate financial need, and preference is given to applicants pursuing a certificate in tree care maintenance, landscaping, irrigation, or plant nursery operations.

Award is conditional upon the recipient’s attendance at a scholarship awards ceremony, to be held at the end of the current spring term. Awards will be disbursed in two equal payments during the following academic year.

A list of scholarships available to the student will be provided during the on-line application process. Applications must be completed on-line at http://stars.mtsac.edu, and the submission process require that applicants write short essay responses to prompts and a lengthier personal statement.

Application workshops designed to provide students with guidance in successfully completing their applications and in drafting appropriate personal statements are offered during the spring term during dates prior to the application deadline.

All applications must be submitted in May. Deadlines vary according to the year; consult the Financial Aid office’s website on scholarships for the current deadline.

You may consult the scholarship program’s office in the

Student Services building
counter #7 of Financial Aid

You may phone the office at 909.274.4457
You may e-mail the office at scholarships@mtsac.edu

THE ASSOCIATED STUDENTS OF MT. SAC SCHOLARSHIPS
The Associated Students of Mt. SAC offer book and bus scholarships each term, and several scholarships per year based on service to Mt. SAC and the local community.

Consult http://as.mtsac.edu/scholarship.html for more information about current scholarships available, application deadlines, and eligibility requirements.

MT. SAC FACULTY ASSOCIATION
Each year the Mt. San Antonio College Faculty Association provides scholarships to especially outstanding students with their Academic Scholarship Achievement Award, which in the past has varied in value from $250 to $1,500.

Eligible students must be currently attending Mt. SAC, must have a minimum 3.8 GPA, must have completed at least 56 units by the end of the current academic year, and must have completed at least 12 units during the course of the current academic year. Prior recipients of scholarships sponsored by the Faculty Association are not permitted to reapply. Students in current possession of a degree higher than an Associate’s are not eligible to apply.

Award is conditional upon verification that all eligibility criteria has been met as well as obligatory attendance at the annual Faculty Association Student Achievement Fund Award Ceremony held in June at the end of the spring term.
Supplementary application materials include a completed Work in Progress form; a student copy of the applicant's Mt. SAC transcripts (available from the transcripts office within 24 hours from a formal request, or immediately through the Mt SAC Banner portal); a short description of the applicant's extracurricular activities and volunteer work; a typed and double-spaced, 250 – 300 word statement concerning the applicant's educational experiences at Mt. SAC, and two letters of recommendation from faculty.

Application deadlines vary, but occur in April. Consult the Faculty Association website, your department advisor, or the Faculty Association office for an application packet, current eligibility criteria, and the current deadline for receipt of materials.

Contact information
Liz Ward, chairperson, Faculty Association Scholarship Committee
phone ext: 3025
e-mail: eward@mtsac.edu

WHAT TO CONSIDER BEFORE APPLYING

PREPARING TO APPLY
Contrary to popular belief, many scholarships go unawarded each year because of a dearth of qualified applicants. Apply to as many scholarships as you are able; limit yourself only by financial need and to those scholarships for which you are eligible. To increase your chances of receiving an award, review all of the necessary criteria and attempt to meet each criterium to the best of your ability.

Grades and financial need are not always the only or the most important criteria for receiving an award, and, indeed, often count less than or equally to a potential recipient's other merits, such as a stated desire to enter the profession represented by the awarding foundation. As such criteria are less obviously quantifiable than a grade-point average, it is necessary for the awarding body to judge an applicant's passion, interests, and future success through personal statements, writing samples, and letters of recommendation attesting to the student's academic accomplishments, leadership ability, job skills, and motivation to work within and promote an industry. Volunteering at local conferences, attending tradeshows, and applying for student membership in professional associations are other notable indicators of an applicant's interests. These are valuable tools for assessing a potential recipient's general suitability for an award.

Always consider re-applying for an award, even if unsuccessful in your first application, by the next deadline.

PERSONAL STATEMENTS AND WRITING SAMPLES
When composing a personal statement, strive to write a clear, concise, and focused essay that conforms closely to the instructions provided, observing recommendations for length or word count.

It is customary to include information about related employment history in the industry represented by the awarding foundation, your involvement in associated clubs and student or professional organizations, your related interests, and your extracurricular activities. If you have been the recipient of other related academic honors or awards, explain in a few sentences the nature of each award and what you used the monies towards.

If asked to write a general statement about your career or academic plans, explain the origins of your interest in an industry, describe specific life and work experiences that have influenced or enhanced this interest, and provide a few concrete examples of what you have learned from
these activities. Applicants whose interests and professional goals are closely allied with the overarching purpose of the awarding foundation have a better chance of receiving an award than those who are uninvolved in activities outside their courses, who write in banal, unfocused generalizations, or who appear apathetic or uninformed. You may wish to discuss what attracted you to your field of study, what aspects of your character make you specially suited to the industry, or how the award will help you in pursuing your academic and professional goals.

Applications may request that you provide a writing sample. In some cases, this writing sample will be an essay previously written and submitted for an academic course. Select an essay you feel best represents your writing and research abilities. Feel free to edit previously written work for content, to clarify a particular thought, or to correct errors in grammar or spelling. You may request that a current instructor or one of your academic referees read your edited work to provide some general feedback.

Some scholarship committees wish to read an original essay written on a specific topic, often one that is deemed suitable for publication in an academic journal or an industry newsletter sponsored by the awarding foundation. Find and read copies of this publication or a comparable publication. Model your submitted writing sample on the style of the contents therein, and choose a subject for which you have a special interest or personal experience, and which represents a current issue within the industry as a point of contention, controversy, or research. An academic advisor or member of faculty will often provide you with guidance in writing an essay suitable to the quality and standards of a professional publication.

LETTERS OF RECOMMENDATION

Students often report feeling hesitant to ask instructors for recommendations, but writing recommendations – for applications for scholarships, grants, and transfers to a 4-year university, for admittance to a professional body, or for an internship – are part of the faculty’s normal responsibilities.

References should be sought from instructors who’ve taught at least one, or several, courses in your academic career at Mt. SAC. Select instructors who can attest to your abilities, or for whom in the course of completing a class you have demonstrated some practical abilities or have a written a research paper.

Provide your referees with a copy of the award guidelines whenever possible, so that they can compose a reference best suited to your application.

Provide your referees with enough time to write a thoughtful reference. Time your request for a reference at least a week in advance of the date you plan to send your application.

Award criteria may also include recommendations written by members of a particular professional association (usually connected to the awarding foundation), a department head, or current or past employers or supervisors for volunteer work. Treat these potential referees as you would instructors, submitting a formal request for a written recommendation well in advance of the deadline while providing as much information about yourself and the award as possible.

Referees may request a copy of your transcripts, your résumé or CV, a sample of academic writing, or some additional information about your professional or extracurricular activities, in order to write a more detailed, personal letter recommending you for the award. An informal interview with your referees – to share your thoughts or expectations about what a suitable letter may look like – can be especially helpful.

TRANSCRIPTS
Request copies of your academic transcripts well in advance of the application deadline, and always confirm the correct and current destination for your transcripts through the awarding foundation’s advisor or website.

Information about requesting your Mt. SAC transcripts through the mail or on-line can be found at http://www.mtsac.edu/students/admissions/transcripts.html.