



Benjamin Franklin Classical Charter Public School Parent Community Organization (PCO) Overnight Field Trip Scholarship Guidelines

This BFCCPS PCO Overnight Field Trip Scholarship has been established to support our school's mission to assist parents in their role as primary educators of their children by providing students with a classical academic education coupled with sound character development and community service. This scholarship will be awarded to help defray the out of pocket expenses spent for the BFCCPS Overnight Field Trips. **Awards consisting of 6 scholarships 1 per 5th grade - \$100, 1 per 6th grade - \$150, 2 per 7th grade - \$410ea and 2 per 8th grade - \$465ea.**

Emphasis of the written materials should be focused on an applicant's current and/or past involvement in community service activities, such as school community service projects, volunteer projects (within school; including but not limited to, PCO events and Faculty assistance and can also include outside school volunteer activities).

Once a qualified applicant's application/materials have been determined complete and eligible, it will be placed into a lottery by the BFCCPS Parent Community Organization (PCO) Executive Board comprised of Elected Parents/Guardians of BFCCPS students which consists of: • 1 President, • 1 Vice-President AND/OR 1 President-Elect, • 1 Treasurer, • 1 Secretary, and • Up to 3 Members at Large. A random drawing will be made for one 5th grade student, one 6th grade student, two 7th grade students and two 8th grade students. A check from the BFCCPS PCO will be awarded in the respective amount indicated above to the parent/guardian of the winning students. Winners will be notified as requested/indicated on the application form.

Applicant Qualifications

1. *Applicants must be currently an enrolled BFCCPS, 5th, 6th, 7th, or 8th grade student at time of application.*
2. *The applicant must be in good standing determined by the Head Of School.*
3. *If selected to receive a scholarship by the BFCCPS PCO Executive Board, the scholarship applicant will be required to verify their planned participation in a BFCCPS sponsored Overnight Field Trip by the application deadline date. Should the recipient fail to complete the required application materials in their totality for any reason their application will not be considered.*
4. *Applicants can ONLY receive the BFCCPS PCO Overnight Field Trip Scholarship once per grade level and new application materials must be submitted every year for consideration. Application MUST be made each year. This application applies to the BFCCPS PCO Overnight Field Trip Scholarship.*

Instructions for Completing Application

All scholarship applications should be typewritten and shared via google folder to complete the application. The entire application, along with letters of recommendation and essay should be housed in ONLY 1 folder. The type font and size should be same one as used by students for their schoolwork. Specifically no extra large or small font. Once complete the google folder should be shared with pco@bfccps.org.

Your application MUST include two letters of recommendation. One letter of recommendation MUST be from one of your BFCCPS Teachers. One recommendation may come from teachers, mentors, community service project leaders, etc. They may NOT include other students, parents/guardians, or BFCCPS PCO Executive Board members. Individuals writing recommendation letters should include their association with the applicant and a candid evaluation of the applicant's abilities, background, character, strengths, weaknesses, etc. Both letters of recommendation MUST be included with the application when it is shared in google drive with pco@bfccps.org. Letters of recommendation sent separate from the scholarship application will not be accepted.

The deadline for application will be specified in Ben's Buzz as the absolute deadline for submitting application by sharing your google folder. Once the folder is shared it will be copied over to a private folder for evaluation. The naming convention for the google folder should be Student Name, Grade and Date Submitted; such as First Name Last Name, Grade x, Date Submitted: xx/xx/xxxx. This google folder should ONLY contain the application, the two letters of recommendations and the essay. Once

complete and ready for submission the folder should be shared with pco@bfccps.org. There should be no message attached when sharing the file. We request this to help insure that applicants submit a complete and eligible application. NOTE: With regard to this deadline and instructions, all must be followed exactly , no edits are allowed once the document has been shared with pco@bfccps.org once it is ready for submission, any edits or deviations from the instructions will disqualify the applicant/application.

IMPORTANT: For a scholarship application to be considered complete and eligible for review by the BFCCPS PCO Executive Board the entire submission of the application, two letters of recommendation and essay MUST:

1. Be housed in a google folder created from your school google account - naming convention: Student Name, Grade and Date Submitted; such as First Name Last Name, Grade x, Date Submitted: xx/xx/xxxx.
2. The Folder should:
 - a. Contain the application: created from the BFCCPS PCO Overnight Field Trip Scholarship application.
 - b. Contain your two letters of recommendation.
 - c. Contain your written essay.
3. All Completed Materials (a. - c.) must be contained in the Google Folder.

Please feel free to contact pco@bfccps.org if you have any questions. For immediate attention please put BFCCPS PCO Overnight Scholarship in the subject line. Thank you

(APPLICATION FROM THIS POINT DOWN SHOULD BE COPIED INTO A GOOGLE DOCUMENT TO BE INCLUDED IN YOUR GOOGLE FOLDER)



Benjamin Franklin Classical Charter Public School (BFCCPS)
Parent Community Organization (PCO)
Overnight Field Trip Scholarship Application

(THIS APPLICATION SHOULD BE COPIED INTO A GOOGLE DOCUMENT FOR INCLUSION IN YOUR GOOGLE FOLDER)

Application Period: Submissions will be accepted from the date announced in Ben's Buzz to the deadline date of the last Wednesday of the following month (approximately 7 weeks). The deadline will be posted in Ben's Buzz and no submissions will be accepted after that date. Also please note, no submissions will be accepted before the submission announcement in Ben's Buzz. Winners will be notified by their preferred method listed in the application no later than 3 months after the deadline date.

Applicant Information:

Name _____ Grade _____ Male ___ Female ___

Parent/Guardian Name(s) _____

Home Address _____

Home Phone _____ Parent/Guardian Cell Phone _____

Parent/Guardian email address _____

Preferred method of winning notification: Home Phone / Cell Phone / Email (please underline just one)

The following are intended to provide insight into the applicant's community service/volunteer projects. These can include school community service projects, volunteer projects (within school including but not limited to PCO events, Faculty assistance and can also include outside school volunteer activities).

How many community service/volunteer projects have you performed in the past 12 months? ____

List the community service/volunteer projects, the project leaders with their contact information, services performed and hours spent.

Name of Project	Project Leader Name	Project Leader Contact Info	Service Performed	Hours Spent

Essay: With emphasis on the Classical Virtues: **Justice, Temperance, Fortitude and Prudence** write about how your experience thus far at BFCCPS has influenced you. Share what you have learned about yourself and others and how community service projects have been a part of your education in and outside of school. **In conjunction explain what has been the most challenging virtue for you to follow, when no one is looking, and what you have done to overcome these challenges.**

Essays should:

- Have at least 4 paragraphs
- Have paragraphs of at least 4 to 6 sentences each
- Have correct capitalization, punctuation, spelling and grammar

Title	BFCCPS PCO Overnight Field Trip Scholarship Application	Version	1
Document Status	Final	Effective Date	06/01/2015
Published by	Christine Santos, BFCCPS PCO President 2014-2016	Published Date	01/2016
Approved by	BFCCPS PCO Executive Board	Approved Date	06/01/2015

