

B.V.R.O.P. STUDENT SCHOLARSHIP APPLICATION INFORMATION 2023-2024

1501 S. Bon View Ave. | Ontario, CA 91761
Ph. (909) 947-3400 | Fx. (909) 947-0921

INSTRUCTIONS

1. Review this form in its entirety and gather the needed information for your application.
2. Complete one application for all scholarships here: <https://forms.gle/d7jm95psqZqmYGBFA>
3. Application must be submitted electronically on or before **Monday, January 15, 2024 by 3:30 PM**. Late submissions will not be accepted under any circumstances.
4. Review the following pages of this application for specific details..
5. If there is further information needed call (909) 947-3400 x1237 or email BVRop_Scholarships@bvro.org

PERSONAL INFORMATION

Applicant Name:

Home Address:

City:

State:

Zip:

Phone #:

E-mail:

ACADEMIC INFORMATION

BVROP CLASSES TAKEN:

1.

2.

3.

4.

Instructor Name:

1.

2.

3

4..

Currently Enrolled (Yes/No):

If No, When did you complete course:
Fall Spring

Year:

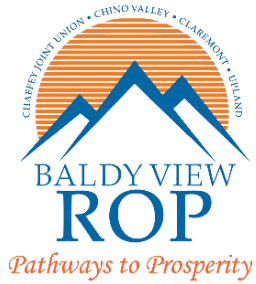
If Yes, Which class(es)?

Fall

Spring

GPA:

Current Grade Level:



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GUIDELINES

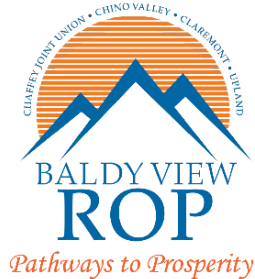
For students to be eligible for any of the BVROP Student Scholarship, the following guidelines must apply:

- Applicants must submit a one-page typed **résumé**, (follow the résumé guide).
- Applicants must submit a typed **essay** of no more than 300 words explaining how this scholarship would assist with his/her career and educational goals within the industry in which classes were taken. (Acceptable fonts: Times, Helvetica, Arial, in 10-12 point font)
- Applicants must submit one (1) **Letter of Recommendation** (see recommendation guide below for suggestions).
- Applicants must submit one (1) **School Counselor Authorization** (template below).
- All instructions must be followed.
- Selected applicants will be interviewed.
- Applicants will be rated on each component:
 - Application
 - Resume
 - Essay
 - School Counselor Authorization
 - Letter of Recommendation
 - Interview (If selected)

NOTE: *Scholarships may range per selected student. The scholarship awardees will be announced at the Baldy View ROP Student Success Awards on Monday, April 15, 2024.*

Deadline to submit: January 15, 2024 by 3:30 pm. Application must be submitted and received via the application link provided here: <https://forms.gle/d7jm95psqZqmYGBFA>

Questions regarding the scholarship may be directed to BVROP_Scholarships@bvrop.org

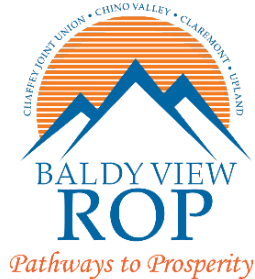


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APPLICATION TIMELINE

| | |
|---|--|
| December 11, 2023 | 23-24 BVROP Student Scholarship Application will be available online: https://forms.gle/d7jm95psqZqmYGBFA |
| January 15, 2024 – 3:30 PM | 23-24 BVROP Student Scholarship Application DUE and must be submitted and received via the application link provided here: https://forms.gle/d7jm95psqZqmYGBFA |
| January 26, 2024 – by end of business day | 23-24 BVROP Student Scholarship recipient(s) are notified for interviews. Format: Recipient will be notified by phone and/or email |
| April 1, 2024 | Scholarship recipient(s) will be notified no later than April 1st, 2024, via phone and/or email |
| April 15, 2024 | 23-24 BVROP Student Scholarship announced at Student Success Awards. |



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APPLICATION

- All candidates are **required** to complete the application in its entirety by January 15, 2024 at 3:30 pm.

RÉSUMÉ

- Each candidate is required to submit a résumé that conforms to the student résumé guide (attached).
 - Must be typed
 - No more than one page in length
 - Appropriate format

ESSAY

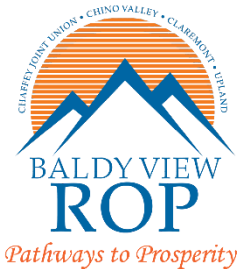
- Each candidate is required to submit a **double-spaced, typed essay** (using 10-12 point Times, Helvetica, or Arial style font) telling the selection committee how this scholarship will assist with the student's career and educational goals. Essays should not be more than **300 words**, and address the following:
 - Briefly introduce yourself.
 - Explain why you took the ROP course and what experiences it afforded you.
 - Describe your career and educational goals within this particular industry.
 - Discuss the extracurricular and/or volunteer activities that you participated in.
 - Describe your career and educational goals.
 - Explain your financial need and how this scholarship will assist you.

LETTER OF RECOMMENDATION

- Each candidate is **required** to obtain one letter of recommendation.
- The letter of recommendation must be completed by an adult ranging from teachers to mentors (see recommendation guide for suggestions).
- All family, extended family, relatives, and friends are excluded from completing a letter of recommendation.

The completed application will be screened by scholarship selection committee. Qualified applicants will be selected for an interview and notified via phone and/or email. Scholarship recipient(s) will be notified by April 1, 2024 or earlier via phone and/or email.

For additional information, please email BVROP_Scholarships@bvrop.org or call 909-947-3400 x1237. Application must be submitted electronically at the following link: <https://forms.gle/d7jm95psqZqmYGBFA> on or before **Monday, January 15, 2024 by 3:30 pm**. No late submissions will be accepted under any circumstances. It is the applicant's responsibility to submit the application. No late applications will be accepted or reviewed by the scholarship selection committee. All supporting documents must be submitted with the application by the filing date.



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STUDENT RESUME GUIDE

As a part of the BVROP Student Scholarship process you are required to demonstrate your ability to correctly complete a résumé.

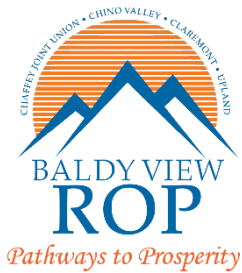
Your résumé is limited to one page and must be typed and have a professional appearance. Evaluation and scoring will be based on: The overall balance and appearance of your résumé, aligned margins, use of 10-12 point font in Times, Helvetica, or Arial (18 point font is acceptable in the heading of the résumé), the presentation of your information, grammar, spelling, punctuation, and how well you address each of the six categories listed below. Acronyms are acceptable word forms and are the only form of abbreviations that can be used. Use only the categories listed below. Do not submit any additional information or use modified categories.

Choose a résumé that fits your job history and target position. The chronological résumé is organized by job titles with the most recent position listed first. The functional résumé is arranged into sections that highlight areas of skill and accomplishment. The hybrid résumé is a combination of both.

Prepare a one-page résumé only. Résumés submitted with additional information or categories will not be considered.

- **Personal Information:** Include your name, complete mailing address including zip code, and at least one method of contacting you. If the contact method is other than a home phone, it should be labeled as such.
- **Career Objective:** A career objective is a statement that relates to your targeted position. It is an opportunity to demonstrate that you know specifically what you want to do. In an objective, be specific, and target a position. Use two or three lines maximum.
- **Education/Training:** Include current school and any specialized ROP or career course training you are taking or have completed. Include levels of proficiency obtained, if applicable.
- **Experience:** Include all paid, unpaid, volunteer, community service, internship experience and/or other experience you may have that relates to work experience.
- **Extracurricular Activities:** Include sports, clubs, organizations that you belong to, as well as any community involvement such as tutoring, humanitarian programs, etc
- **Special Recognition:** Includes being nominated for the ROP Student Success Award, achievements in perfect attendance, Student of the Month awards, academic recognition, or special recognition you have received. List only those items earned during high school or the last two years—whichever one is longer. If multiple awards of the same type have been earned, the subsequent awards can be identified by numbers, years, and/or explanations in parenthesis [i.e. (2) or (2019, 2020) or (3 semesters)]

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STUDENT INTERVIEW GUIDE

As a part of the BVROP Student Scholarship process you are required to demonstrate your ability to correctly complete an interview.

To be prepared for the interview process, dress professionally and bring your resume.

Review the Interview Guide tips below:

- **Dress appropriately.** Avoid revealing clothing and anything that doesn't fit properly. Check for stains, snags, pet hair and holes. Make sure it's cleaned and ready a few days before your interview.
 - **For young women:**
 - Black or navy dress pants or pencil skirt
 - Button down shirt and cardigan or jacket
 - Flats or heels are appropriate
 - **For young men:**
 - Black or navy dress slacks with a belt, button down shirt and tie
 - A blazer is optional
 - Oxfords or loafers
- **Arrive early.** Shakespeare once said it's better to be three hours early than a minute too late. While you don't need to be three hours early for your scholarship interview, you do not want to be a minute late. Make sure you consider commuting time and possible delays, so you arrive on time.
- **Be prepared ahead of time.** Prepare to communicate about strengths and weaknesses of yourself. Prepare to speak about key learnings in your Residential and Commercial Construction class(es). Be prepared to communicate how your key learnings in the Residential and Commercial Construction class(es) have positively affected you and impacted your other classes. Don't be afraid to use the terminology that you learned in the class during the interview.
- **Be alert.** You might have butterflies before your interview but try to get a good night's sleep, so you are well-rested and make sure you eat a healthy breakfast.
- **Show off your social skills and maturity.** Turn off your phone; don't slouch; make eye contact; take time to formulate your thoughts; try to avoid saying 'like' or 'um'.
- **Be genuine.** Answer questions truthfully, rather than saying what you think the interviewer wants to hear. Your interviewer will likely spot disingenuous answers.
- **Be polite.** Along with greeting your interviewer by name, shaking hands and saying thank you.

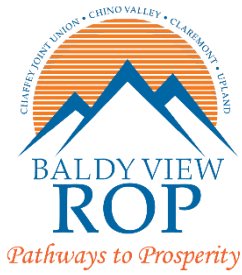


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LETTER OF RECOMMENDATION GUIDE

- **Who** to ask:
 - Ask a teacher, mentor, coach, counselor, clergy, or school administration who **knows you well and, in whose class, (school, church, or team) you excelled.** The better relationship you have with your recommender, the more insightful your recommendation letter will be.
 - Remember, **NO** family or relatives can provide recommendations.
- **How** to ask:
 - Request your reference letters **directly, preferably through a phone call.** This adds a personal touch and shows respect.
- **What** should be in the recommendation:
 - In addition to telling your recommenders your deadlines and important logistics, **give them thoughtful reflections** on your values, goals, and accomplishments on your brag sheet. Take time with this, as it could be a huge aid as your recommenders write your letter.
 - The letter should consist of your:
 - Leadership skills with examples
 - Positive character traits
 - Times of perseverance and determination
 - Demonstration of soft skills or employability skills
 - Improved grades, attendance, and/or overall behavior
- **When** to ask:
 - Request the letter promptly as the deadline (**January 15, 2024**) is approaching.
 - If you are asking a teacher, remember to ask your teacher during their office hours or after class, displaying professionalism.
- **Remember:**
 - **Thank them** for helping you apply for BVROP Student Scholarships!



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APPROVALS

School Counselor Authorization:

I certify that this student is on target to graduate at the completion of the current school year.

| | | |
|------------------------------------|------------|------|
| Signature of High School Counselor | Print Name | Date |
|------------------------------------|------------|------|

Disclosure of Career Technical Education Information:

Permission is hereby granted to share information regarding my Career Technical Education, including courses completed and areas of competency, with employers, BVROP teachers, and the BVROP office. I hereby declare the information given is true and complete to the best of my knowledge.

| | | |
|----------------------|------------|------|
| Signature of Student | Print Name | Date |
|----------------------|------------|------|

| | | |
|---|------------|------|
| Signature of Parent/Guardian (if minor) | Print Name | Date |
|---|------------|------|