



CTENT Region 10 & Region 11 Scholarship for CTE Students

Objective:

To provide recognition of CTE students and to provide a scholarship for one or more deserving CTE students based on academic achievement, leadership, and success in completing programs in Career & Technical Education (CTE).

Eligibility:

The eligibility requirements for scholarship application include:

- Current senior enrolled in any CTE coherent sequence of courses offered through a Region 10 or Region 11 public high school
- Planning to attend an institution of post-secondary learning in the fall following their senior year in high school
- Participating in a Career and Technical Student Service Organization (CTSO) or Skills Competition or other career-based competition offered through their CTE program

Scholarship:

CTENT will offer \$1,000 scholarships to CTE students.

Required Submission Documents:

Please submit electronically the following documents and application packet as one attachment in PDF format to the following e-mail address: ctent.cte@gmail.com. For questions on how to convert digital files and hard copies into an electronic PDF format, please see the *PDF "How To" Guide* on the last page of the application packet. For best results when filling out the application information, save the PDF scholarship form to your computer before editing and completing.

1. Typed Applicant Information form with Activity Point sheets (PDF format)
2. Transcript with GPA included (PDF format)
3. Current report card or schedule signed by counselor for verification of current courses (PDF format)
4. One letter of recommendation from a CTE Teacher with signature (PDF format)
5. Student Essay (PDF format)

Essay

The student will compose a 2-3 page essay, double spaced, in 12-point font, with 1” margins, that describes their career goals, CTE participation, how CTE has impacted their education to prepare them for future college and/or career, and what they have learned through their CTE leadership experience.

Decision Making Process:

The CTENT Scholarship committee will review applications and select the scholarship recipient(s). The winner will be contacted by Monday, April 1st. The winner will be required to attend a CTENT meeting for recognition and scholarship presentation.

Judging Rubric

Criteria	Points
Completion of four or more credits in a CTE pathway	10
Recommendation letter	10
Activity Points	50
Essay of 2-3 double spaced pages, submitted in 12 point font, with 1” margins on all sides	10
Essay includes career goals	10
Essay includes how CTE impacted the student’s education to prepare them for future college and/or career	10
Essay includes what the student has learned from their participation in Career & Technical Education student organizations	10
Total Possible Points	110

Assurance of Non-Discrimination:

CTENT assures that no student shall be denied the right to participate in programs because of the student’s race, religion, color, sex, national origin, or disability. CTENT complies with nondiscrimination requirements of Title IX of the Education Amendments of 1972, as amended, and Section 504 of the Rehabilitation Act of 1973, dealing with rights of students disabilities.

Application Submission:

The application must be submitted electronically in PDF format to the following e-mail address and received by March 8, 2024.

CTENT Scholarship E-Mail Address:
ctent.cte@gmail.com with subject line
“CTENT Scholarship Application”

Application Deadline: Received by Midnight, **March 8, 2024**

Applicant Information

(Must Be Typed)

Student Information

Name (Last, First, Middle)

Address

City, State, Zip

Telephone

E-Mail Address

Postsecondary college/university you plan to attend:

Major/Focus of Studies

Have you applied? (Yes or No)

Have you been accepted? (Yes or No)

Birth Date

Parents' Names

School Information

School District

Graduation Date

School Address

City, State, Zip

E-Mail Address

Telephone

Educator Information

Career and Technical Education Teacher

High School Principal

Career Counselor/Lead Counselor

CTE Department Director/Designee

Activity Point Sheet

A maximum of 50 points total will be awarded. A minimum of 30 points is required to apply. Each activity may be listed only once.

1) CTE Courses Taken -- Maximum of 12 points

List all CTE courses from transcript. Include a copy of your current report card to verify schedule for courses in progress.

CTE Course Name	Year completed or indicate <i>IP</i> if in progress	Credits Earned	Points Earned (Equals credit earned times 2)
<i>example: BIM</i>	2022-2023	(1)	(2)
Total Points Earned (Judges Use Only)			

2) CTE Student Leadership -- Offices and Committees Held and Committees Chaired

List each year separately. A maximum of 11 points will be awarded. 2 points for each office held and 1 point for each committee chaired.

Office Held/Committee Chaired	CTSO (Required)	Year Completed	Points Earned (2 per office held)
<i>example: President</i>	<i>HOSA</i>	<i>2022-2023</i>	<i>(2)</i>
<i>example: Blood Drive Chairman</i>	<i>HOSA</i>	<i>2021-2022</i>	<i>(1)</i>
Total Points Earned (Judges Use Only)			

3) CTE Student Organization Competitive and Non Competitive Events

List event by year. If you participated in the same event multiple years, list those separately on the form, indicate all levels of participation for each activity identified. One point per activity for a maximum of 15 points.

Activity	CTSO (Required)	Year	District/ Area/ Regional CTSO	State **	National **	Total Points
<i>Ex: State Competition - Job Interviewing</i>	<i>FCCLA</i>	<i>2022</i>	<i>(1)</i>	<i>(1)</i>	<i>(1)</i>	<i>(3)</i>
<i>Ex: Non Competitive Carwash Fundraiser</i>	<i>HOSA</i>	<i>2023</i>	<i>(1)</i>			<i>(1)</i>
Total Points Earned (Judges Use Only)						

** In order to claim points in this section, you must have advanced from the prior level.

ADDITIONAL STUDENT ACTIVITIES

4) Other School and Community Activities

List other school and community activities here. Example: Blue Santa, Coats for Kids, Food Bank, Athletics, Band, National Honor Society, etc. Two points per activity may be earned for a maximum of 12 points.

Description of Activity	Organization	Year	Points Earned
Assisting with Special Events, Sorting donations	Capital Area Food Bank of TX	2021	(2)
Total Points Earned (Judges Use Only)			

Summary of Activity Points – 50 Maximum	Points Earned
1) CTE Courses Taken – 12 Points	
2) CTE Student Organization Offices Held and Committees Chaired – 11 Points	
3) CTE Student Organization Competitive and Non-Competitive Events- 15 Points	
4) Other School and Community Activities – 12 Points	
Total Points Earned (Judges Use Only)	

Reminder:

The following documents must be received in an email or included in your submission packet by midnight March 8, 2024.

1) Typed application document	
2) Transcript with GPA included	
3) Current report card or scheduled signed by counselor (for verification of current courses)	
4) One letter of recommendation from a CTE teacher with signature	
5) Student essay with required information	

Suggestions from Judges *Helpful Tips and Reminders:*

- Be sure to follow directions.
- Deadlines matter. Applications must be submitted by the scholarship due date.
- The scholarship application packet and student essay document need to be typed.
- Be sure to include all required documents below and electronically submit in a PDF file format:
 - Scholarship Application
 - Student Essay
 - Follow the required theme
 - Explain how your CTE student program has affected your life
 - Incorporate the essay theme to tell a story about yourself
 - CTE Teacher Recommendation Letter
 - School Transcript
 - Current Class Schedule or Report Card
- Include as many CTE Activities as possible on your application.
- Reference and include your name when you are e-mailing your completed scholarship application and documents.
- Submit all documents in a PDF file format (see *PDF “How To” Guide* on last page of packet if you need assistance). Do not save as *jpeg* or *tif* file formats.
- If you like, you may include a short resume that showcases your employment, responsibilities and other achievements.
- Do not hold back on your successes- when in doubt, add them!

PDF “How To” Guide



Creating a PDF from a Microsoft Word Document

1. Get a PDF creation software
There are many free PDF creation programs, including *Adobe Reader* which is recommended. Adobe Reader is a free version that will allow you to convert Word into a PDF file format. With Adobe Reader, you can easily print, view or edit PDF documents and it works with easily with Microsoft Windows and the Mac OS to create, convert and publish PDF documents.
2. Open Microsoft Word
3. Write and edit the Word document
4. Click "File"
5. Click "Print"
6. Choose “Adobe PDF” as the printer option
7. Click "Print" and a dialog box will open that automatically prompts you to save the file as a PDF

Convert Paper Documents to PDF Files

Converting paper documents to PDF files isn't difficult. All you need is a scanner and Adobe Acrobat or another software program that generates PDFs. If your scanner has a document feeder, you can convert multiple pages to PDF at once. If you don't have a scanner or all-in-one printer, there are apps that can convert documents to PDF files on your smartphone or tablet.

✓ **Converting Paper to Digital Files with Adobe Acrobat**

To scan papers to PDF files using Adobe Acrobat, follow these easy steps:

1. Load the paper or papers you want to convert into your scanner.
2. Open **Adobe Acrobat**.
3. Click **File > Create PDF > From Scanner**.
4. On the submenu that opens, select the type of document you would like to create—in this case, choose **PDF**.
5. Acrobat activates your scanner to begin the scan.
6. After Acrobat has scanned and read your documents, click **Save**.
7. Name the PDF file or files.
8. Click **Save**.

✓ **Using Mac's Preview to Convert Paper to Digital**

Macs use an app called Preview. Many home desktop all-in-one printer/scanners and office scanners are accessible in the Preview app.

1. Load the document into your scanner or all-in-one printer.
2. Launch **Preview**.
3. Click **File** on the Preview menu bar and select **Import from [YourScannerName]**.
4. Select **PDF** as the **Format** on the preview screen. Make any other desired changes to the settings, such as size and color or black and white.
5. Click **Scan**.
6. Click **File > Save** and give the file a name.

✓ **Using All-in-One Printers**

If you already have an all-in-one printer/scanner unit, it probably came with everything you need to use it with your computer to scan documents to PDF format. Check the documentation that came with your device.

✓ **Scanning Paper with a Smartphone or Tablet**

If you don't have many papers to scan, you can use an app on your smartphone or tablet. The Google Drive app includes OCR software you can use to scan your documents and save them to Google Drive. Other apps that provide a similar service are available. Search the app store and check out the features of the apps that include scanning capabilities.