



Scholarship Recommendation Form

Applicant's Name:

Applicant: Fill in your name and ask an instructor, counselor, employer, clergy or other non-related reference source to complete this form. **Your scholarship application will not be considered unless two completed recommendation forms are received.** Recommendations are extremely important when awarding scholarships. Please be sure to have your recommendation forms completed on-time by the deadline.

Reference: Complete this recommendation form and return it to the applicant in a sealed envelope with your name written across the sealed portion of the envelope. **Applications are due by May 1 and October 1.** Applications lacking two recommendations are incomplete and will be disqualified. Thank you!

| <i>Measure</i> | 5 Outstanding | 4 | 3 Average | 2 | 1 Below Average | Don't Know |
|--|------------------|---|--------------|---|-----------------------|------------|
| Achievement or Academic Progress <i>Quality of work or grades</i> | | | | | | |
| Attendance/Reliability <i>Class or work attendance/ dependability</i> | | | | | | |
| Attitude/Cooperation <i>Relationship with others</i> | | | | | | |
| Communication Skills <i>Ability to express ideas</i> | | | | | | |
| Leadership <i>Judgment and ability to lead & influence</i> | | | | | | |
| Motivation <i>Initiative, resourcefulness, self-starter</i> | | | | | | |
| Potential for Success <i>Ability to set/achieve goals</i> | | | | | | |
| Work Habits/Organizational Skills <i>Ability to plan, manage and execute</i> | | | | | | |

Comments Recommended: (if you need additional space, please feel free to use the back of this sheet or attach a separate page)

Reference Name: _____

Title/Relationship: _____

Address: _____ **City/State:** _____

Phone: _____ **Email:** _____

How long have you known the Applicant? _____

Reference Signature: _____ **Date:** _____

Please return this form in a sealed envelope with your name written across the sealed portion of the envelope.
 Return to the student prior to the deadline date, or send the completed recommendation to:
 Blackhawk Technical College Foundation, PO Box 5009, Janesville WI 53547-5009
On Campus: District Office Administration, Central Campus.