

CK McClatchy Class of '66 Scholarship

General Instructions for Writers of Letters of Recommendation

Thank you for taking the time to write a letter recommending a deserving young student. The following paragraph sums up what we are looking for in the chosen students.

The awards committee will read and evaluate all applications. GPA is only one determining factor. Consideration also will be given to the applicants' demonstrated commitment to their interests and passions, community service, plans to give back to the community in the future, and financial need. The committee may, at its discretion, have phone or in-person interviews with the candidates.

Please use official stationery, where applicable. Include your email address and phone number. Please say how you know the student.

Mail your letter to the student in a sealed envelope. You can give them another copy at your discretion.

Due to the current COVID-19 pandemic, we have revised the deadline and how the application packets will be delivered. The new deadline for the applications is no later than **May 15, 2020**.

Students have been instructed to email the Scholarship Group when their application is ready for submittal, and we will give them instructions on how to get them delivered. They are not to take the packets to McClatchy.

Thanks again for your attention to this important part of a student's future.

Class of '66