

# C. K. 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, or you may give it directly to the student, if you have that option. You may use a sealed envelope at your discretion.

Students have been instructed to email our scholarship group when their application is ready for submittal, and we will provide the students with instructions on how to deliver the application packet to us. **We must receive the student's completed application packet by April 23, 2021.** In this time of COVID-19 that could mean allowing time for two trips through the mail – your letter of recommendation mailed to the student and the student's application packet mailed to us.

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

Class of '66