Portraits of Student Success Application Instructions

1. The following documents must be completed and submitted as indicated below to be considered for inclusion in the Annual Portraits of Student Success publication:

   a. Portraits of Student Success and Scholarship Application Form
      (This form is to be used for both Portraits of Student Success and Scholarship Applicants)
   b. Signed Release of Authorization is required to be included in publication.
   c. One Page Personal Statement addressing the following questions:
      (500 word maximum. Please use last page of this document for your personal statement)
      - What challenges have you had to overcome to pursue your degree/certificate?
      - What successes have you had in making progress toward your educational and career goals?
      - How has the Community College CalWORKs program helped you meet your goals?
      - What are your plans to become self sufficient?
      - In what ways have you been involved in advocacy, student leadership, community service and/or extracurricular activities?
   d. Photo of student, may include family in jpeg (jpeg, jpg.) format.
      (Hard copies will not be accepted)
   e. Please save all documents as a PDF file and name the documents as follows:
      College Name.Last Name.First Name       Example: Gavilan College.Smith.Jane

2. Students must submit all forms directly to their California Community College CalWORKs Director/Coordinator electronically.

3. Portraits of Student Success forms may be received year round for inclusion in the Annual Portraits of Student Success publication.
   Deadline to be included in current year's publication is February 15th.

Incomplete applications, old forms and documents that do not adhere to the requested naming convention will not be considered.
CalWORKs Scholarship Application Instructions

1. Eligibility Requirements
   a. Applicant must be a current California Community College CalWORKs student
   b. Applicant must have a current overall GPA of 2.0 or better.

2. The following documents must be completed and submitted as indicated to be considered for a scholarship.
   a. Portraits of Student Success and Scholarship Application Forms completed
      (This form is used for both Portraits of Student Success and Scholarship)
   b. Recommendation Form
      (Must be completed by your California Community College CalWORKs Director/Coordinator)
   c. Signed Release of Authorization Form is required as all scholarship applicants may also be included in the annual Portraits of Student Success publication.
   d. One page Personal Statement addressing the following questions:
      (500 word maximum. Please use last page of this document for your personal statement; one essay is required and will fulfill both Portraits of Student Success and Scholarship application requirements.)
      i. What challenges have you had to overcome to pursue your degree/certificate?
      ii. What successes have you had in making progress toward your educational and career goals?
      iii. How has the Community College CalWORKs program helped you meet your goals?
      iv. What are your plans to become self-sufficient?
      v. In what ways have you been involved in advocacy, student leadership, community service and/or extracurricular activities?
   e. Photo of student, may include family in jpeg (jpg, jpg.) format.
      (Hard copies will not be accepted)
   f. Please save all documents as a PDF file and name the documents as follows:
      College Name.Last Name.First Name     Example: Gavilan College.Smith.Jane

2. Students must submit all forms directly to their California Community College CalWORKs Director/Coordinator electronically.
   a. Applications received between November 1st and February 15th will be eligible for scholarship consideration.
   b. There will be one scholarship award from each region and one statewide winner.
   c. Scholarships will be reviewed on a competitive basis taking the following into consideration: Employment, Extra Curricular Activities, Advocacy, Personal Statement, Overcoming Challenges, Educational Achievement, GPA)
### Timeline for Portraits of Student Success and Scholarship Application Process

<table>
<thead>
<tr>
<th>January through December</th>
<th>Portraits of Student Success submissions are accepted</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 15th</td>
<td>Deadline for Portraits of Student Success submissions to be included in current year's publication.</td>
</tr>
<tr>
<td>November 1st – February 15th</td>
<td>Scholarship Application Period</td>
</tr>
<tr>
<td>March 1st through March 15th</td>
<td>CalWORKs Association Board/Scholarship Committee reviews and rates submissions.</td>
</tr>
<tr>
<td>March</td>
<td>Students are notified of scholarship award; recipients are invited to attend the annual CalWORKs Association Training Institute</td>
</tr>
<tr>
<td>March/April</td>
<td>Portraits of Student Success Publication is printed and available for distribution in hard-copy format and online.</td>
</tr>
</tbody>
</table>

### Check List

<table>
<thead>
<tr>
<th>Completed</th>
<th>Forms to complete and submit</th>
<th>Required For</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Portraits of Student Success and Scholarship Application Form</td>
<td>Portraits</td>
</tr>
<tr>
<td></td>
<td>Scholarship Application Form</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Recommendation Form</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>GPA Verified</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Release of Authorization Form</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Personal Statement</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td>Photo</td>
<td>X</td>
</tr>
</tbody>
</table>