

INSTRUCTIONS FOR INDIVIDUALS PROVIDING RECOMMENDATIONS

The LAFD Scholarship Fund annually selects Merit Scholars from among Applicants that are: a) dependent children or stepchildren of active, permanently disabled, or fallen LAFD sworn employees who have completed probation and b) high school seniors who will be enrolled as full-time students in an accredited four-year college or university in the upcoming academic year starting next fall. The Merit Scholar awards are cash grants of up to \$40,000 (\$10,000 per year while the student continues to be enrolled and making normal progress toward a four-year college degree). Runners-up receive one-time grants of \$7,500. (For further information on this year's competition, please visit our website www.lafd.org/scholarship.)

These scholarships are awarded on the basis of merit. The single most important factor is academic achievement, but the all-civilian Selection Committee also considers other relevant criteria, including personal character and extracurricular accomplishments. To assist in the difficult task of choosing winners, the Selection Committee requires each Applicant to obtain two recommendations – at least one from a teacher or counselor, but neither from a relative.

You have been identified by an Applicant as being willing to provide one such recommendation. The Applicant Recommendation form has **two parts**. The first is a rating grid in which you are asked about your views of the Applicant's strengths as well as areas of development in relation to other high school seniors you have known. In the second part of the recommendation, please respond to the questions listed on the recommendation form.

All communications with the Selection Committee will be kept confidential. The Board of the LAFD Scholarship Fund understands the time and effort associated with preparing a recommendation of this sort and thanks you for your participation and assistance in our evaluation process.

If you have any problems or questions please feel free to contact the LAFD Scholarship Fund by phone at (213) 435-6095 or by email lafd.scholarship@lacity.org. Signed Recommendations should be sent by email to lafd.scholarship@lacity.org or by regular mail to:

Aggie Rodriguez
c/o The LAFD Scholarship Fund
1700 Stadium Way, Suite 114,
Los Angeles, CA 90012.

APPLICATIONS ARE NOT CONSIDERED COMPLETE UNLESS ALL ELEMENTS OF AN APPLICATION, INCLUDING RECOMMENDATIONS, HAVE BEEN SUBMITTED BY MARCH 31. THE SELECTION COMMITTEE WILL NOT REVIEW INCOMPLETE APPLICATIONS.