

## 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](http://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 a separate page as indicated on page 2.

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 [lafdscholarship@lacity.org](mailto:lafdscholarship@lacity.org). Signed Recommendations should be sent by email to [lafdscholarship@lacity.org](mailto:lafdscholarship@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 15, 2026. THE SELECTION COMMITTEE WILL NOT REVIEW INCOMPLETE APPLICATIONS.**

# Los Angeles Fire Department Scholarship Fund

## Applicant Recommendation – Rating Grid

Applicant's Name:

No Basis   Concern   Developing   Strong   Distinctive

### Academic-Minded

*Please select one rating per row.*

Analytical thinking

Maturity

Quantitative skills

Verbal communication

Written communication

### Leadership-Focused

*Please select one rating per row.*

Awareness and respect for others

Emotional intelligence

Integrity

Interpersonal skills with colleagues and subordinates

Interpersonal skills with superiors

Teamwork, engagement and collaboration

Teamwork, leadership and development of others

### Growth-Oriented

*Please select one rating per row.*

Creative problem solving

Curiosity

Initiative

Openness to others' perspective

Receptiveness to feedback and willingness to change

Self-awareness

# Applicant Recommendation – Narrative & Recommender Information

Applicant's Name:

## Narrative Questions (Answer on Separate Page)

Please answer Questions 1–4 on a SEPARATE PAGE (separate document). Do not write answers on this form.

*Tip: Include the Applicant's Name at the top of your separate page and label answers 1–4.*

1. How long and in what capacity have you known the Applicant?
2. How do the Applicant's performance, potential, background, and personal qualities compare to those of other individuals you have observed in similar roles? (Recommended: 300 words)
3. Please describe the most important piece of constructive feedback you have given the Applicant. (Recommended: 250 words)
4. (Optional) Is there anything else we should know? Please be concise.

## Recommender Information

Recommender Name:

Title:

Email:

Phone:

Signature:

Date: