

Important Information to the Applicant

Please note: The maximum an applicant can receive per year is currently set at \$2,000 and the life maximum is not to exceed \$6000. If you have been awarded a sum total of \$6,000 in prior years, your application will be denied.

Assemble your entire Application Our Committee will not process your application unless ALL required components are received on or before the due date and due time. The surest way to be certain that your application is complete is to assemble all required components yourself, and then mail or bring them in one package to the address given below. We have included a checklist for your use.

Send “official” transcripts ONLY: Transcripts from your high school or college must be marked **official** and be in a **sealed, unopened** envelope to be accepted as “official” transcripts.

- **Current High School Students** – Obtain a copy of your official transcript showing the work completed through the first semester of your senior year.
- **Current College Students** – Provide us with your official college transcript(s). In addition, official high school transcripts showing all high school work *must* be included unless the applicant has completed at least 60 semester units or 90 quarter units of college work.

Sign the application. Application **MUST** be signed by applicant to be considered.

Limit your “Applicant’s Statement” to 350 words describing your personal attributes, unique qualities, and future goals. Pay attention to syntax, spelling, and grammar. The statement should be typed or computer generated and double-spaced. Copies of the Applicant’s Statement submitted in previous years will not be considered.

Be neat Type or computer print all statements and letters of recommendation.

Leave no portions blank. Write “N/A” where questions are not applicable.

Letters of Recommendation:

- **Choose carefully the individuals you ask to provide current letters of recommendation.** Be sure they know you well enough to answer ALL areas of the requested information.
- **Copies of Letters of Recommendation submitted in previous years will not be considered**
- **Provide the writers of the letters with “A Note about the Letter of Recommendation”**
- **The four criteria areas must be listed and responded to separately**
- **Letters of Recommendation may be recreated on a computer and signed by writer**

School/Community Activity Record must be neatly printed or typed on attached form or recreated on computer.

Start early to assemble your application in order to assure that information such as letters of recommendation and official transcripts will be included.

Questions may be emailed to:

Linda Gross, ESTA Educational Reimbursement Fund Committee Chair, at: grossl@esuhsd.org

Return completed applications forms to: ESTA Educational Reimbursement Committee
c/o Mt. Hamilton UniServ CTA/NEA
888 So. Capitol Avenue
San Jose, CA 95127

Application Deadline
Friday, March 2, 2018

Turn Completed Applications to: Mt Hamilton Office no later than 4:00 P.M.

ESTA Educational Reimbursements are awarded on a Merit Basis. Applicants will be screened by an impartial committee with an emphasis on academics, school and community awards, achievements, the applicant's statement, and letters of recommendation. In a typical year, four or more Applicants will be awarded an ESTA Educational Reimbursement Award.

Interview An interview may be required (either in person or on the telephone) as a part of the final Committee determination.

We will contact you shortly after the March 2, 2018 submission deadline to confirm that we have received your application, and to provide you with information about the remainder of the process from that point forward.

Our Rubric: Each of these components of the application process will be quantified and will play an equally weighted role in making our decision.

- GPA (from transcripts)
- Applicant's Statement
- Organizations/Activities
- Awards/Honors/Achievements
- Employment record
- Academic Rigor record
- Recommendation Letter #1 (School person)
- Recommendation Letter #2 (Community person)
- Special Circumstances (*if considered*)
- Interview (*if conducted*)

Applicant Checklist

- Official Application Form completed and signed**
- Applicant's Statement completed**
- School/Community Activity Record completed**
- Employment Record completed**
- Official High School Transcript provided (if required; see "Important Information" above)**
- Official College Transcript provided (if applicable)**
- Recommendation Letter #1 (School Official) completed**
- Recommendation Letter #2 (Community Member) completed**
- All components compiled and turned in by the Educational Reimbursement committee's final deadline: Friday, *March 2, 2018*. The committee will not evaluate or consider late applications.**

Application Deadline

4:00 P.M.

Friday, March 2, 2018

Turn Completed Applications to: Mt Hamilton Office no later than 4:00 P.M.

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Applicant's name _____
Last First



East Side Teachers Association
2018 Educational Reimbursement Fund for Children and
Grandchildren of Members

Applicant's Statement

Describe in no more than **350 words** your personal attributes, unique qualities, and future goals. Please type or computer-print. **DOUBLE SPACE.** (You may incorporate an explanation of any special circumstances, if applicable, for a GPA below 3.5 related to medical, physical, or psychological condition.) Please note that statements will not be read beyond 350 words.

Applicant's name _____
Last First



**East Side Teachers Association
 2018 Educational Reimbursement Fund for Children and
 Grandchildren of Members**

School/Community Activity Record

Please complete both sides of this sheet with information regarding your participation in organizations within your school or community. Please do not submit additional pages. Select those activities you feel are the most important.

A. Activity record – SCHOOL and COMMUNITY

In Table 1, please list the Organizations and Activities (groups, clubs, teams, and so forth) in which you participated in each high school academic year, including unpaid community service. Indicate the approximate number of hours per month (hrs per mon) **and** total hours within each academic year (tot hrs) involved with each. Specify any offices held and indicate if it was a leadership role.

Organizations/Activities	Was this a Leadership role?	9 th grade		10 th grade		11 th grade		12 th grade		College	
		hrs. per mon.	tot hrs	hrs. per mon.	tot hrs	hrs. per mon.	tot hrs	hrs. per mon.	tot hrs	hrs. per mon.	Total hrs.

Table 1

In Table 2, please list any awards, honors, and special achievements you may have attained. Place an “x” in the column(s) of the year(s) during which you attained these recognitions.

Please differentiate the type of award as academic (AC), sport (SP), or a service (SV) award.

Awards / Honors / Achievements	Type	9 th	10 th	11 th	12 th	College

Table 2



**East Side Teachers Association
2018 Educational Reimbursement Fund for Children and
Grandchildren of Members**

A Note About the Letter of Recommendation

Applicant: Please give these instructions to the person writing your letter of recommendation.

The Educational Reimbursement Committee has the applicant's School/Community Activity Record and a copy of his or her transcript. Therefore, a recommendation letter that simply gives a list of activities or awards is not helpful. What the committee is looking for is one or two concrete examples, with elaboration, in each of the four categories. Highly qualified applicants will receive a low score in a category in instances when the letter writer fails to do this.

It is necessary that the writer have an in-depth knowledge of the applicant in all four categories in order to do the applicant justice. If this is not the case between you and the applicant, it would be in the applicant's best interest to find someone else to write the recommendation.

Following the instructions on the form is essential. Please do not simply write a letter. **If the format is not maintained, the application will not be considered.**

Please help the applicant meet our deadline. We must be in receipt of all application materials by Friday, March 2, 2018.

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Applicant's name _____
Last First



**East Side Teachers Association
2018 Educational Reimbursement Fund for Children and
Grandchildren of Members**

Letter of Recommendation #1

To be filled out by a Certificated School Employee (Teacher / Counselor / Advisor / Principal)

To the writer: Please cite specific examples which demonstrate the criteria listed below and add other items that may be of interest to the ESTA Educational Reimbursement Committee. **Please TYPE or recreate this form on a computer.** Please note: This format *must* be maintained or the application will not be considered.

Involvement In and Sensitivity To Human, Social, and Civic Issues

Characteristics Such As Responsibility, Reliability, and Integrity

Academic and Vocational Potential

Special and Personal Achievements

Signature _____ Position _____

Printed Name _____ School _____

Years you have known the applicant _____ Date _____

In the rare event we need to speak with you, please provide a phone number (____)_____

This letter should be returned to the applicant, whose responsibility is to forward it to the ESTA Educational Reimbursement Selection Committee. At your option, you may provide the letter to the applicant either sealed or unsealed.

Applicants must receive your letter in time to pass it along to our Selection Committee no later than March 2, 2018 to be considered.



**East Side Teachers Association
2018 Educational Reimbursement Fund for Children and
Grandchildren of Members**

A Note About the Letter of Recommendation

Applicant: Please give these instructions to the person writing your letter of recommendation.

When writing the letter of recommendation, please be aware that each of the four categories listed on the form is evaluated and scored by a different reader.

The Educational Reimbursement Committee has at its disposal the applicant's School/Community Activity Record. Therefore, a recommendation letter that simply gives a laundry list of activities or awards is not helpful. What the readers are looking for are one or two concrete examples, with elaboration, in each of the four categories. Highly qualified applicants often receive a low score in a category because the letter writer fails to do this.

It is necessary that the writer have an in-depth knowledge of the applicant in all four categories in order to do the applicant justice. If this is not the case between you and the applicant, it would be in the applicant's best interest to find someone else to write the recommendation.

Following the instructions on the form is essential. Please do not simply write a letter. **If the format is not maintained, the application will not be considered.**

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Applicant's name _____
Last First



**East Side Teachers Association
2018 Educational Reimbursement Fund for Children and
Grandchildren of Members**

Letter of Recommendation #2
To be filled out by a Community Member

To the writer: Please cite specific examples which demonstrate the criteria listed below and add other items that may be of interest to the ESTA Educational Reimbursement Committee. **Please TYPE or recreate this form on a computer.** Please note: This format *must* be maintained or the application will not be considered.

Involvement In and Sensitivity To Human, Social, and Civic Issues

Characteristics Such As Responsibility, Reliability, and Integrity

Academic and Vocational Potential

Special and Personal Achievements

Signature _____ Position _____

Printed Name _____ Organization _____

Years you have known the applicant _____ Date _____

In the rare event we need to speak with you, please provide a phone number (____) _____

This letter should be returned to the applicant, whose responsibility is to forward it to the ESTA Educational Reimbursement Selection Committee. At your option, you may provide the letter to the applicant either sealed or unsealed.

Applicants must receive your letter in time to pass it along to our Selection Committee no later than March 2, 2018 to be considered.