Garwin Family Foundation
CCHS Student Sponsorship Program
Application Instructions and Checklist

The application process for the Garwin Family Foundation (GFF) CCHS Student Sponsorship Program for Talented Students in Arts, Sciences and Math includes the submission of both an online application and supplemental materials. The online application can be found on the GFF website (www.garwinfamilyfoundation.org). The list of required supplemental materials and additional details, as well as an overall checklist, follow.

Online Application and Required Student Supplemental Materials
Students must apply by completing and submitting the online application form on the GFF’s website (www.garwinfamilyfoundation.org). As part of the online application process, students must upload the following files, in PDF or MS Word format:

• a resume and

• a statement of intent (see instructions below).

In addition to completing the online application and submitting the electronic supplemental files, students must ensure that hard copies of the following items are submitted to Mrs. Antrim in the CCHS Counseling office no later than 3:00 p.m. on Friday, January 24, 2020:

• a current CCHS transcript; and

• two (2) signed letters of recommendation written by present or former CCHS faculty members. These letters are to be submitted in hard copy directly to Mrs. Antrim by the selected faculty members.

Students in the arts—including fine arts, performing arts, and writing—must supplement their application with a portfolio or a recording (audio and/or video, as appropriate) of their best work. Such supplemental materials also should be turned in to Mrs. Antrim by the deadline. No submitted items shall be returned.
Statement of Intent
The statement of intent, to be written by the student applicant, should:

- identify the enrichment program(s) of interest, as well as why the program(s) was/were selected;

- highlight the applicant’s particular abilities in and aptitude for the area of enrichment program focus, using specific examples, including awards and recognitions, and the applicant’s favorite course and/or area of study and why;

- discuss how the opportunity to attend the enrichment program(s) of interest would enhance the applicant's knowledge and skills with regard to the specific area, and, therefore, be of substantial benefit to the applicant’s future plans; and

- share the applicant’s future plans, including college, area of study, and career goals.

NOTE: The word limit for the statement of intent is 450 words.

Enrichment Program Application, Financial Aid Application, and Enrichment Program Determination Documentation
Student applicants must select and independently apply to one or more enrichment programs in accord with the program deadlines and requirements. See the pre-approved program list on the GFF website (www.garwinfamilyfoundation.org), or nominate a highly selective enrichment program using the online application form. Applying to enrichment programs is the student applicant's sole responsibility and is to be done at the student applicant’s expense.

Students must also apply to any scholarship and/or financial aid opportunities offered by the enrichment program(s) to which they apply.

NOTE: Application to enrichment programs should be made as early as possible because programs fill up quickly, and late-applying students may not be accepted into their particular area or course of interest. Such an outcome can preclude GFF sponsorship. In addition, students are encouraged to apply to at least two highly selective enrichment programs to increase their chances of enrichment program acceptance.

Once admitted to an enrichment program, the student applicant must provide a copy of the official enrichment program acceptance letter or email, as well as the enrichment program financial aid determination, within five (5) business days of receipt to Mrs. Antrim in the CCHS Counseling Office.
Additional Notes and Requirements
No application will be considered by the GFF unless all requested materials, with the exception of enrichment program acceptances and financial aid determinations, are received by the GFF deadline. With regard to enrichment program acceptances and financial aid determinations, applicants must make the GFF aware of these enrichment program decisions, including the specific program course assignment, before the applicant can be considered for the GFF final selection process. A copy of the official enrichment program acceptance letter or email and financial aid determination should be submitted within five (5) business days of receipt to Mrs. Antrim in the CCHS Counseling Office.

Application Process Checklist
1. Select one or more highly selective enrichment programs. (See the pre-approved program list (www.garwinfamilyfoundation.org), or nominate a highly selective enrichment program using the online application form.)

2. Independently apply to the enrichment program(s) according to program deadlines and requirements. This is the student applicant's sole responsibility and is to be done at the student applicant's expense. This should be done as early as possible. In addition, students are encouraged to apply to more than one highly selective enrichment program.

3. Independently apply to all enrichment program scholarship and financial aid offerings, meeting all enrichment program requirements and deadlines. This is the student applicant’s responsibility and should be done as early as possible.

4. Electronically complete and submit the online application (www.garwinfamilyfoundation.org) by the GFF program deadline. As part of the online application process, upload a resume and statement of intent in PDF or Microsoft Word format.

5. Have a current CCHS transcript submitted to Mrs. Antrim in the CCHS Counseling Office by the deadline.

6. Have two (2) current or former CCHS faculty members submit signed letters of recommendation in hard copy directly to Mrs. Antrim in the CCHS Counseling Office by the deadline.

7. Students in the arts, including fine arts, performing arts, and writing, must supplement their application with a portfolio or a recording of their best work. Such supplemental materials also should be turned in to Mrs. Antrim by the deadline. No submitted items shall be returned.
8. Within five (5) business days of receipt of acceptance by the enrichment program, provide official documentation from the enrichment program, including course assignments and financial aid determinations, to Mrs. Antrim in the CCHS Counseling Office. The GFF recognizes that enrichment program acceptances and financial aid determinations may not occur until after the CCHS Student Sponsorship Program application deadline.

9. The GFF will select CCHS Student Sponsorship Program semi-finalists and invite the selected student applicants to participate in an in-person interview with the GFF Directors and the Program Administrator. The selected students will be notified by the GFF in writing of their semi-finalist status, as well as the date of the interview.

10. As resources are finite, student sponsorship decisions are made at the GFF’s sole discretion. Once enrichment program admission and financial aid determinations are received by the GFF, semi-finalist interviews are concluded, and GFF internal review and budgeting is conducted, semi-finalists will be notified by the GFF as to sponsorship decisions.