****Scholarship Recom**m**endation Form

You have been asked to complete a recommendation for a student applying for a scholarship from the Kalamazoo Community Foundation. The information you provide will be confidential. This form and your recommendation must be completed and returned to us by March 1. If you are unable to meet the deadline, please notify the applicant so he/she may secure another reference.

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| --- | --- | --- | --- | --- | --- |
| **Name of Recommender** | | |  | | |
| **Telephone** | -     - | | | **Email** |  |
| **Name of Student** | |  | | | |
| **Relationship to Student** | | |  | | |

**Instructions**

1. Write your recommendation on the second page of this document. When you are finished and have saved a copy for your files, use the link provided in the email you received to upload the documents to the student’s online application.
2. Include the following in your recommendation unless specifically instructed otherwise (see additional information for the Derek Jeter Scholarship and Brady and Patrick Gallagher Memorial Scholarship below). *Please limit the length of your recommendation to one page.*
   * What is your relationship to the student applicant (e.g. academic, personal, employer, coach)?
   * Compare this college-bound/college student to others you have known.
   * Describe the qualities or characteristics you feel set this student apart.
   * Any special circumstances you feel are relevant.

**Derek Jeter Scholarship** Recommendation must include a description of the student’s promotion of abstinence from alcohol and drugs.

**Brady and Patrick Gallagher Memorial Scholarship** Recommendation should include reference to the student’s abilities in the arts and your subjective evaluation as compared to other students you have known.

Scholarship Recommendation