



**Town of Kittery**  
**Office of the Town Clerk**  
**Educational Scholarship Selection Committee**

200 Rogers Road, Kittery, ME 03908  
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[jrichards@kitteryme.org](mailto:jrichards@kitteryme.org) | [www.kitteryme.gov](http://www.kitteryme.gov)

February 22, 2024

To: Guidance Counselors & Scholarship Candidates

Once again, the Kittery Recycling Scholarship Selection Committee is pleased to offer an annual scholarship funded by the generous donations of redeemable containers from Kittery residents at the Kittery Resource Recovery Facility. Processing is coordinated through Public Works employees using the CLYNK program. Applications are reviewed and selections are made by the Kittery Educational Scholarship Selection Committee.

Any resident of the town who will graduate, or has graduated, from an accredited high school, G.E.D. program or a home-schooling program, and who intends to enroll in a post-secondary college, university, vocational-technical, or other educational program is eligible to apply. In addition to academic achievement, financial need, and leadership, special consideration may be given to any applicant who demonstrates a direct connection to environmental studies.

**First time applicants** will be required to write an essay of 250-500 words answering, "Why is it important to protect the environment and what actions do you take in your daily life to reduce your environmental impact?" Acceptable alternatives to the essay include creating a piece of art made from primarily recycled materials or a marketing/promotion campaign to be used and displayed by the Town.

**Repeat applicants** are required to give a brief update, 100 words or less, on their past year in college: successes, challenges, accomplishments, etc. (in lieu of the essay). Their responses may be posted on the Town website as part of our virtual "Wall of Fame" if they are successful scholarship recipients.

One or more applicants shall be chosen annually as the recipients of these scholarships, to be awarded in the amounts of \$500.00 and \$2,000.00 per year for as long as the funds are present. The one-year awards shall be given directly to the student based on proof of enrollment into a private or public post-secondary educational program. Applicants must supply follow-up receipts and an explanation of how the scholarship funds were spent to support their education.

The attached **Checklist for Applicants** will help guide the students to submit all the necessary information before the necessary deadline. Please forward this information to any citizens and past students who are interested. The forms can be downloaded from the Town of Kittery website at: [www.kitteryme.gov/scholarship](http://www.kitteryme.gov/scholarship) and must be mailed in to the following address:

**Kittery Educational Scholarship Program**  
**Educational Scholarship Selection Committee**  
**200 Rogers Road, Kittery, Maine 03904**

**All applications must be received by April 19, 2024; there will be no exceptions.**

For questions, please contact Town Clerk, Jillian Richards at 207-475-1313 or [jrichards@kitteryme.org](mailto:jrichards@kitteryme.org).

# Kittery Educational Scholarship

## Applicant Appraisal/Counselor Report

**To the Applicant:** Please have this section completed by a school administrator, counselor, teacher, community leader, supervisor, or any non-family member who is in a position of authority and who knows you and your accomplishments.

Applicant's Name: \_\_\_\_\_

**To the Appraiser/School Counselor:** Please comment on the following aspects of the applicant from your direct knowledge of them. Specific examples are more helpful than general comments. We ask that you return your appraisal to the applicant in a sealed envelope with the appraiser's signature across the seal to be included with the other application materials.

1. Please comment on the applicant's commitment to further education and continuous learning.

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2. Please comment on the applicant's commitment to their job and/or community.

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3. Please explain the ways in which you have observed the applicant in leadership roles.

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### Please check the appropriate choice:

- Respect for self and others:  
\_\_\_Excellent \_\_\_Good \_\_\_Fair \_\_\_Poor
- Demonstrates good problem-solving skills, follow through and task completion:  
\_\_\_Extremely well \_\_\_Very well \_\_\_Moderately well \_\_\_Not well
- Sets realistic and attainable goals:  
\_\_\_Extremely well \_\_\_Very well \_\_\_Moderately well \_\_\_Not well
- Demonstrates curiosity and initiative:  
\_\_\_Extremely well \_\_\_Very well \_\_\_Moderately well \_\_\_Not well
- Able to seek, find, and use learning resources:  
\_\_\_Extremely well \_\_\_Very well \_\_\_Moderately well \_\_\_Not well

**To the Appraiser/School Counselor Cont.:** Please provide the following additional information:

1. The applicant's grade point average (A=4.0): \_\_\_\_\_
2. Class Rank: The applicant ranks \_\_\_\_\_ in a class of \_\_\_\_\_
3. Applicant's highest test scores (required)
  - a. ACT: \_\_\_\_\_ Date Taken: \_\_\_\_\_
  - b. SAT Critical Reading: \_\_\_\_\_ Math: \_\_\_\_\_ Date Taken: \_\_\_\_\_
4. Has the applicant taken any honors or advanced placement courses?

If so, please list them here: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Appraiser Signature and Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**We ask that you return your appraisal to the applicant in a sealed envelope with the appraiser's signature across the seal to be included with the other application materials.**

## Kittery Educational Scholarship Financial Information

If you are a **dependent student**, please have your parents complete this form using the figures from their most recent US Income Tax return.

If you are an **independent student**, information about you and your spouse must be included, if applicable. You are an independent *student* if you are 24 years of age or older.

If you are under 24, you may claim independent status only if you have: (1) served in the military, (2) are a ward of the courts, (3) are married and living away from your parents, or (4) have not been claimed by your parents for two consecutive years and have earned at least \$4,000 in each of those two years.

If your parents are divorced or separated, answer the questions for the parent you lived with the most in the past 12 months. If that parent is remarried, you must include the stepparent's information. If the whereabouts of the non-custodial parent are unknown or the non-custodial parent is unwilling to comply, please explain in a separate statement.

If there are extenuating circumstances that may affect your situation, please explain in a separate statement (e.g. other family members in college, change of job status, new career, etc.).

1. **Filing Status:** \_\_\_ Dependent student

a. Custodial Parent Marital Status: \_\_\_ Single \_\_\_ Married \_\_\_ Separated  
\_\_\_ Divorced \_\_\_ Remarried \_\_\_ Widowed

**Custodial Parent Name(s):** \_\_\_\_\_  
\_\_\_\_\_

2. **Filing Status:** \_\_\_ Independent Student

a. Marital Status: \_\_\_ Single \_\_\_ Married \_\_\_ Separated  
\_\_\_ Divorced \_\_\_ Remarried \_\_\_ Widowed

3. Number of people in family (not including parents) who will receive the majority of parental support between Sept. 1, 2024, and August 31, 2025. Include dependent children and others, e.g. dependent grandparents, living in your household who receive more than half of their support from your parents.

a. **Total Number of Dependents** - Line 6c from your US Income Tax Return:

\_\_\_\_\_

4. Custodial parent(s) or Independent Student:

a. **Adjusted Gross Income** - Line 37 of your most recent US Income Tax Return:

\_\_\_\_\_ (round to the nearest \$100)

## Certification

I certify that all the information on this form is true and correct to the best of my (our) knowledge. If asked by the Kittery Recycling Scholarship Committee, I (we) agree to provide documentation for the information given on this form, e.g. a copy of the most recent US Income Tax Return. I (we) realize that failure to comply with a request for further information may prevent the applicant from receiving financial aid.

**Applicant signature:**\_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent(s) signature:**\_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent(s) signature:**\_\_\_\_\_

**Date:** \_\_\_\_\_

# Kittery Educational Scholarship Personal Information

For: Residents of Kittery, Graduates of Traip Academy and/or Students in the Sanford Vocational Technical Program

Review & Selection: Kittery Educational Scholarship Committee

Processing: Kittery Town Clerk's Office

Scholarships are made possible by the generous donations of redeemable containers from Kittery residents at the Kittery Resource Recovery Facility.

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Birthdate: \_\_\_\_\_

## 1. Academic Achievement (300 points): We value self-directed and life-long learners.

HS Graduated from: \_\_\_\_\_ Date: \_\_\_\_\_

Please note: High School or College Transcript must be attached to this application. Unofficial transcripts are acceptable. To obtain transcripts, contact the high school you graduated from. If this is not possible, please explain in a separate statement.

School I am attending or plan to attend (check appropriate box):

\_\_\_ 4-year College/University \_\_\_ 2-year College/Vocational/Trade School \_\_\_ Other

College Name: \_\_\_\_\_

Address: \_\_\_\_\_

Course, Class or Field of Study: \_\_\_\_\_

## 2. Financial Need (300 points): We value a caring and empowering community.

Please complete or have your parents complete the Financial Information Form and additional statement, if desired. Your application will not be reviewed without this information. All financial forms/statements will be kept confidential.

## 3. Leadership (400 points): We value a responsible and involved citizen, and a creative and effective communicator.

### a. Work / Play (50 pts)

- i. Work: Please list your work experience for the past two years (e.g. company, position, total hours for the year).

Company: \_\_\_\_\_

Position: \_\_\_\_\_

Total Hours: \_\_\_\_\_

- ii. Play: Please list your extra-curricular, athletic, and/or hobbies you did for fun during the past year (e.g. description, total hours for the year).

Description: \_\_\_\_\_

Total Hours: \_\_\_\_\_

## **b. Goal Setting / Service (100 pts)**

- i. Goals: Please state your top three goals for next year including one personal or professional goal as it relates to the communities focus on environmental studies.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

- ii. Service: List all community, church, or school activities in which you have participated in the past year along with the total approximate hours (ie: Soup Kitchen, 1 x month x 2 hrs. = 24 hours)

Description: \_\_\_\_\_

Total Hours: \_\_\_\_\_

## **c. Leadership / Appraisal (100 pts)**

- i. Please give examples of how you showed leadership in the past year (e.g. Captain of the team, Chairman of a task force, assistance with elderly parents, etc.), or if you haven't had much opportunity to show leadership, explain what strong leadership looks like to you as you look for role models in the community.

Example/Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- ii. Please have a school administrator, counselor, teacher, community leader, supervisor, or any non-family member who is in a position of authority and who knows you and your accomplishments complete the Appraisal/Counselor Report.

## **d. Essay/Art/Other (100 pts)**

- i. First time applicants are required to write a 250–500-word essay answering **“Why is it important to protect the environment and what actions do you take in your daily life to reduce your environmental impact?”** Acceptable alternatives to the essay include creating a piece of art from primarily recycled materials or a marketing promotion/campaign on recycling to be used at the Kittery Resource Recovery Facility.

Please complete the essay on a separate sheet of paper and sign the bottom of the essay. Art and projects should be brought in with the application packet and become the property of the Town of Kittery.

- ii. Applicants that are applying for the second time (or more) are required to give a brief update on the past year in college (changes, challenges, accomplishments, etc.). Please keep your update 100 words or less.

College Update: \_\_\_\_\_

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Your Advice to Other Students: \_\_\_\_\_

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**e. Focus on Environmental Studies (50 pts)**

- i. Please state how your major or course selection relates to understanding, improving, or protecting the environment. This section is not mandatory.

Description: \_\_\_\_\_

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**Applicant Name (print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Name (print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Name (print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Thank you for applying for our scholarship & good luck with your educational endeavor!**



# Application Packet Checklist

## Kittery Educational Scholarships

All forms and information for the Kittery Educational Scholarships can be found on the Town of Kittery website at: [www.kitteryme.gov/scholarship](http://www.kitteryme.gov/scholarship) or a request can be sent to Town Clerk, Jillian Richards at: [jrichards@kitteryme.org](mailto:jrichards@kitteryme.org).

Please gather all the necessary documents and mail in or deliver one complete packet to:

**Kittery Educational Scholarship Program**  
**Educational Scholarship Selection Committee**  
**200 Rogers Road**  
**Kittery, Maine 03904**

☐ **Personal Information Form:**

Download the form, fill out the information, print and sign it.

☐ **Transcript:**

Call the High School you have or will have graduated from to receive an official copy of your transcript. Unofficial copies are allowed, including computer print-offs from existing college students.

☐ **Financial Need Form:**

Download the form, fill out the information, print and sign it. All information will be kept confidentially and should be based on the most recent US Income Tax Return. Please submit an additional statement for any extenuating circumstances that may affect your situation (e.g. other family members in college, change in job status, new career, etc.).

☐ **Applicant Appraisal or Counselor Report:**

Download the form, fill out your name and give to your school counselor or a non-family member who is in a position of authority and knows you and your accomplishments. You may also email the form or link to your appraiser so they can fill it out on the computer.

The completed form must be submitted in a sealed envelope, signed by the Appraiser, and included in your application packet. The minimum amount is one completed appraisal form; however, you may submit up to three reports.

☐ **Essay, Art or Campaign:**

**First time applicants:** submit an essay answering the question: "why is it important to protect the environment and what actions do you take in your daily life to reduce your environmental impact?" The essay should be 250-500 words.

Acceptable alternatives to the essay include creating a piece of art made my primarily recycled materials or a marketing/promotion campaign for recycling.

**Repeat applicants:** submit an update on your past year in college: successes, challenges, accomplishments, etc. The update should be 100 words or less.