



To Whom It May Concern:

On behalf of the Desert Contractors Association, I am pleased to announce a scholarship to be awarded to any student enrolled in a Coachella Valley High School that will attend California State University San Bernardino, or College of the Desert.

Attached please find the scholarship application. This form must be completed and mailed to DCA PO Box 11467, Palm Desert CA 92255, or Emailed to: [Info@yourdca.org](mailto:Info@yourdca.org) no later than March 10, 2017 to the web site address below:

Mailing address; PO Box 11467, Palm Desert Ca 92255

Email address: [Info@yourdca.org](mailto:Info@yourdca.org)

You may make copies of the entire application at your convenience for distribution or students may access the DCA website online at [www.DesertContractorsAssociation.com](http://www.DesertContractorsAssociation.com) The award results will be announced in April 2017 and a presentation will take place at our organization's meeting in May 2017.

Your participation in the program by making students aware of the opportunity offered by DCA is appreciated. Please encourage eligible students to submit their application. If you have any questions, you can reach me at (760) 200-9202

Sincerely,

Sal Sandoval,  
DCA Scholarship Chairperson

Enclosure (General Scholarship Application)



## SCHOLARSHIP APPLICATION INSTRUCTIONS

### STEP ONE: Cover Sheets

- Carefully read each Cover Sheet for the scholarship application and adhere to the eligibility rules and requirements. Follow all instructions carefully.

### STEP TWO: General Scholarship Application

- Complete the actual application form. Incomplete applications will not be accepted.

### STEP THREE: Official Transcript

Submit one official high school transcript. It should include the courses you've taken, your grades and GPA. If you've already taken college classes, also include a copy of your college transcript.

### STEP FOUR: Letters of Recommendation

Include 2 letters of recommendation from your guidance counselor, teacher, coach, employer, clergy member, or another adult who knows you, but is not a family member.

Note: Letters must be typed or neatly written, be on official letterhead, and contain the writer's full name, title, address, and phone number. One of the letters should be from your guidance counselor with additional information such as: AP courses taken and any extracurricular activities.

### STEP FIVE: Essay

An essay must be attached to your application. Your essay should explain why you desire to enter into the Building or Construction professions; your dreams, goals, any internship programs in which you participated, and why you are an appropriate candidate for a DCA Scholarship, taking into account the mission statement quoted above.



#### STEP SIX: Cover Letter

- describe any additional significant information you weren't able to include in the application materials, or that ought to be considered by the committee, and/or
- give reasons why you're a good candidate for the award.

#### STEP SEVEN: Submitting your application

Submit your application according to the instructions on the Cover Sheet. All applications must be completed and received by DCA March 10, 2017. Any applications submitted after that date will not be considered.



*Desert Contractors' Association's Mission Statement*

The Desert Contractors' Association ("DCA") is a membership organization comprised of contractors, trades, suppliers, and companies in support of the construction industry. The DCA advocates the importance of hiring licensed contractors and promotes a "Hire Local/Buy Local" philosophy. This scholarship is limited to high school students graduating from Coachella Valley High Schools who will be attending the California State University San Bernardino, or College of the Desert.



## **SCHOLARSHIP APPLICATION COVER SHEET**

Dear Applicant:

This packet contains the Scholarship Application for High School Students in the Coachella Valley.

Please follow the instructions below carefully, and forward the completed application by March 10, 2017. Applications submitted after the deadline dates will not be accepted.

Good Luck!

I have enclosed the following materials.

*(Please note that incomplete applications may be ineligible for consideration.)*

General Scholarship Application Cover Sheet

Official high school transcript

Official college transcript (if you have taken any college courses)

Two Letters of recommendation

Essay

Cover letter



**Applicant Information**

Full Legal Name: \_\_\_\_\_

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

Phone Number: (\_\_\_\_) \_\_\_\_-\_\_\_\_

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

**Educational History**

**HIGH SCHOOL**

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

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

Phone: \_\_\_\_\_

Guidance Counselor's Name: Graduation Date: \_\_\_\_\_

If you have attended more than one high school, please attach a separate piece of paper with the high school name(s); address (es), dates you attended, and reason for leaving.

**PAST SHCOOLS ATTENDED IN THE COACHELLA VALLEY:**

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

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



## General Scholarship Application

### **Employment History**

If you have worked regularly, please include it below. You may list the informal work that you have done such as a babysitter, chore-helper, or other similar type of work, but you do not need to provide the names of the families for whom you have worked.

Name of Employer: \_\_\_\_\_

City, State: \_\_\_\_\_

Type of Work: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

If you have had additional employers, attach the name of the employer(s), city, state, type of work, dates employed, and average number of hours worked per week on a separate sheet of paper.

### **Volunteer and Community Service**

Name of Organization: \_\_\_\_\_

City, State: \_\_\_\_\_

Type of Service: \_\_\_\_\_

Dates volunteered: to Average # hours worked per week: \_\_\_\_\_

If you have had additional volunteer and community service experiences, please attach a separate sheet of paper with the name of the organization(s), city, state, type of service, dates you volunteered, and the average number of hours volunteered per week.



### **Extracurricular, Sports, and other Activities**

Briefly list the clubs, sports, and other activities in which you have been involved, and indicate any leadership positions held, awards, or accomplishments.

Activity Positions, Awards, Accomplishments Years Participated

- 1.
- 2.
- 3.
- 4.

### **College Applications**

Please list the colleges to which you are applying for admission.

- 1.
- 2.
- 3.

### **Family Information**

If you are an emancipated minor, head of house-hold, or self-supporting adult, you may leave this section blank.

Mother or Guardian (if guardian, please indicate relationship to you, e.g., foster parent, aunt, grandmother, sibling, etc.)

Name:

Address:

Phone Number: Email Address:





Father or Guardian (if guardian, please indicate relationship to you, e.g., foster parent, grandfather, uncle, sibling, etc.)

Name:

Address:

Phone Number: Email Address:

**Additional Information**

Please use this space to briefly explain any personal or family circumstances or information that you would like the scholarship award committee to take into consideration when reviewing your application: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned hereby certifies that the information provided in this application is true to the best of their knowledge. Knowingly providing erroneous or misleading information will render this application ineligible for consideration.

STUDENT APPLICANT DATE: \_\_\_\_\_

PARENT/GUARDIAN (IF APPLICABLE) DATE: \_\_\_\_\_

