

Evaluation Forms and/or Reference Letters

- To apply for RCCD Scholarships, you are required to submit two evaluations or reference letters. However, you do not need *different* evaluations for each scholarship application; you may use copies of the same two evaluations or reference letters for each scholarship application - that way you only need to ask at least two individuals to write an evaluation or reference for you. However, be sure to carefully read the criteria for specific scholarships as they may require that your reference letters be completed by specific individuals.
- You may give the Evaluation Forms provided to the person you ask to complete your evaluation or recommendation. Or, that person may choose to use a letter format. It is acceptable if they decide to complete a recommendation for you in letter format, although it must be on official letterhead and contain their signature.
- It is your responsibility that the evaluations and/or reference letters are submitted with your other application materials, on or before the deadline of Wednesday, March 3, 2010.
- **Who should you ask for a scholarship evaluation or reference letter?**

The Evaluation Forms or Reference Letters should be completed by individuals who can attest to your current academic strength and potential for success. The best sources are:

 - Instructors who teach classes within your major and for which you have done excellent work
 - Employers if you are currently working in your chosen field.
- Other recommended sources are other instructors (outside your major), academic advisors, counselors, employers (even if outside your chosen field), clergy or other known members of the community. Be sure to ask for evaluations and reference letters from sources that you know will write favorable things about you. A parent, relative, or other student are poor sources for scholarship evaluations and will not be considered as valid references.
- Please ask for evaluations and/or reference letters politely and early enough to allow your evaluator plenty of time for the evaluation to be completed and submitted before the deadline. Sometimes, evaluators may request more information about you in order to get to know you better and write a more personal evaluation or reference letter. In this case, you may want to give them a copy of your personal essay and/or an activities/achievement resume as a source of additional personal information.
- Don't be afraid to approach any of your Instructors about writing an evaluation or reference letter. The RCCD Faculty is aware that students will be asking for evaluations; many have written them in previous years. They will also be sent guidelines regarding how to write evaluations as well as the RCCD Evaluation Form. Just remember to give them plenty of time and not wait until the last minute. You may need to follow-up and remind them about two or three weeks before the scholarship deadline if you have not yet received the evaluation you previously requested.