



**SALEM SCHOLARSHIP AWARDS PROGRAM
APPLICATION AND SUBMISSION INSTRUCTIONS**

To Whom It May Concern:

Thank you for your willingness to provide a letter of recommendation for the applicant. Your response will be treated with strict confidentiality.

The Scholarship Awards Program of Salem Evangelical Lutheran Church in Catonsville, Maryland, considers the following criteria in the award of scholarships:

- Academic Achievement (excellence in effort and performance)
- Christian Character, Service and Citizenship (including participation and/or leadership in activities in church, school and/or the community)
- Educational and Career Goals
- Financial Need (taken into account with the other factors, although it is not the primary consideration).

In your letter, please indicate how long and in what capacity you have known the applicant. Additionally, we ask that you provide a statement about the applicant that speaks to your evaluation of his/her abilities and qualities based on the aforementioned criteria. Please restrict your comments to no more than a single page.

Please complete the bottom section of this form. Enclose it and your letter of recommendation in a sealed envelope and sign your name across the seal. Please give this envelope to the applicant, so he/she may submit this with the other submission materials for evaluation. **Please note all evaluation materials must be submitted to the church office by April 15.**

Date: _____

Name of Applicant: _____

Name of Reference: _____

Signature of Reference: _____

Preferred Contact Method (telephone or e-mail address): _____



SALEM SCHOLARSHIP AWARDS PROGRAM – RECOMMENDATION FORM

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