

Center for Fine and Performing Arts

Outstanding Senior Scholarship Application Instructions

2022-23 Scholarship Application Instructions

This document provides all necessary details and information to complete an application for the Center for Fine and Performing Arts (CFPA) Outstanding Senior Scholarship for 2022-23. Current seniors in the CFPA program at Charles J. Colgan, Sr. High School are encouraged to apply. All applications will be submitted via the CFPA Boosters website. Applicants should go to the CFPA Scholarship page (www.cfpaboosters.com/scholarships.html) to download materials and complete the online application form.

Important Information

1. Application deadline is March 15, 2023.
 - a. It is the applicant's responsibility to meet this deadline with a full and complete application. CFPA Boosters are not responsible for any technology outages, power outages, or any other circumstance that might prevent or delay submission of an application. Applicants are strongly encouraged to apply well before the deadline and to contact the CFPA Scholarship Committee chair via email (ColganCFPAScholarships@gmail.com) immediately if there are any issues with the online application process. The CFPA Boosters are a small non-profit organization, staffed by volunteers. We will work to resolve any issues as quickly as possible, but cannot guarantee a specific turnaround time.
2. June 7, 2023 is the deadline for scholarship recipients to provide final documentation via email to ColganCFPAScholarships@gmail.com.
 - a. A list of required documentation is available in the CFPA Outstanding Senior Scholarship Rules. Please review the rules and follow them carefully.
3. The online application form must be completed in a single session. There is no way to save your work and finish later. Please have all necessary information and documents ready before filling out the online application form.
4. The following information is needed to complete the application –
 - a. Your name
 - b. Your address
 - c. Your email address
 - d. Your Charles J. Colgan, Sr. High School student ID number
 - e. The name and email address of the person who will be submitting your REQUIRED letter of recommendation
 - f. The following documents saved in INDIVIDUAL FILES:
 - i. Resume
 - ii. Unofficial transcript
 - iii. Response to first prompt (chose topic from list below)
 - iv. Response to second prompt (chose topic from list below)
 - v. Completed CFPA Outstanding Senior Scholarship Records Release form with required signatures.
5. Complete rules (including required information and formats) are available on the CFPA Scholarship page. Please review these materials carefully. Applications that lack REQUIRED information are considered incomplete and will be disqualified.

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6. CFPA Outstanding Senior Scholarship Records Release form is available on the CFPA Scholarship page. NOTE: Digital signatures are not acceptable on this form. The form must be printed and signed by hand by both the applicant and their legal parent/guardian.
 - a. All fields in the applicant section are REQUIRED to be completed, and must be legible.
 - b. The coordinator's section will be completed after you submit your application. You do NOT need to submit it to the coordinator yourself.
 - c. Once completed, the form should be scanned or photographed to obtain an image file that can be uploaded with the application.
 - d. In the event you are unable to print or capture an image of the form due to technical issues or a lack of access to equipment, email the CFPA Scholarship Committee chair at ColganCFPAScholarships@gmail.com to request assistance. These assistance requests must be received on or before Monday, March 6, 2023 to allow sufficient time for help to be provided.

Completing the Online Application

1. Go to www.cfpaboosters.com/scholarships.html and click on "Apply Now"
2. Fill in all fields on the online application form
3. For each file upload, select "Browse" and chose the file you want to submit
 - a. The following file requirements apply:
 - i. Maximum file size is 5MB (per file)
 - ii. Resume must be a standard document file (ie. - .pdf, .doc, .docx)
 - iii. Unofficial transcript must be a standard image file (ie. - .jpg, .tiff, .gif)
 - iv. Response to First Prompt must be a standard document file (ie. - .pdf, .doc, .docx)
 - v. Reponse to Second Prompt must be a standard document file (ie. - .pdf, .doc, .docx)
 - vi. Completed CFPA Outstanding Senior Scholarship Records Release form must be a standard image file (ie. - .jpg, .tiff, .gif)
4. Click the "Submit" button once all fields are completed and all files are uploaded.
5. If the submission is successful, you will see a "Successful Submission" logo on the screen and will receive an email copy of your submitted application, which includes the submitted data and the names of the files that were uploaded.
6. If you do NOT receive an email copy of your submitted application, and you have checked your spam/junk folder, please email the CFPA Scholarship Committee chair at ColganCFPAScholarships@gmail.com to check the status of your application. Responses may take up to 1 (one) week.
7. If you feel that your application submission did not go through properly and you have less than a week before the application deadline, you may resubmit your application online and email the CFPA Scholarship Committee chair to notify them that you resubmitted your application.
8. Applications CAN NOT be submitted by email. An emailed application will not be processed or considered.

Writing Prompts

Chose 2 (two) of the following prompts and provide a written response. Each response is required to be in a separate file and uploaded according the instructions in this document. Rules and requirements for

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the response, including formatting requirements, are available in the CFPA Outstanding Senior Scholarship Rules which are available on the CFPA Scholarship page (www.cfpaboosters.com/scholarships.html).

1. The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from that experience?
2. Discuss an accomplishment, event, or realization that sparked a period of personal growth and new understanding of yourself or others.
3. Tell a story from your life, describing an experience that either demonstrates your character or helped to shape it.
4. Describe a time when you made a meaningful contribution to others in which the greater good was your focus. Discuss the challenges and rewards of making your contribution.
5. Submit an essay on a topic of your choice.

Letter(s) of Recommendation

To submit a letter of recommendation, the author must email the completed letter to the CFPA Scholarship Committee chair at ColganCFPAScholarship@gmail.com. The subject line of the email must be the applicant's name. Remember, only letters received directly from the author will be accepted.

Letter of recommendation requirements and formatting rules are listed in the CFPA Outstanding Senior Scholarship Rules. Applicants are encouraged to review the requirements and provide a copy to the person writing the letter of recommendation.