



# Preparing the Portfolio:

**START EARLY** AND PUT YOUR PORTFOLIO TOGETHER CAREFULLY. YOUR TEACHERS, COUNSELORS, AND MEMBERS OF THE SCHOLARSHIP COMMITTEE ARE WILLING TO HELP YOU. WE UNDERSTAND THE IMPORTANCE OF PURSUING YOUR DREAMS AND LIFE GOALS THROUGH EDUCATION. **PORTFOLIOS THAT DO NOT ADHERE TO THE PARAMETERS WILL NOT BE ACCEPTED. FOLLOW DIRECTIONS!**

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## PORTFOLIO CONSTRUCTION:

YOU WILL BE ASSEMBLING 2 IDENTICAL PORTFOLIOS. A SCHOLARSHIP PORTFOLIO CONSISTS OF A MAXIMUM OF 6 PAGE PROTECTORS (2 SIDES EACH). IT MUST BE ASSEMBLED IN THE FOLLOWING ORDER:

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### 01 TITLE PAGE: (page 1)

- This page should include **ONLY YOUR NAME** and **ONE** current photo of **ONLY YOURSELF (portrait style)**. Your photo is required to be between **4"x 6" and 5"x 7"**. The photo needs to be clear, so the reader can identify you in later photos and visualize you while reading your portfolio. The photo of you needs to be **appropriate** for a professional portfolio. The photo needs to be photocopied on regular paper, not taped on & no card stock or photo paper please.

### 02 STATEMENT OF PURPOSE: (page 2)

- This essay is meant to reveal your life's purpose (direction) in terms of who you are, where you are going, and how you are going to get there.
  - Your essay may take any of several formats. Possibilities:
    - A story about an experience that made you realize who you are, what you stand for, and what you want to do with your life. The readers don't really want to know so much about the experience; they want to know why/how this experience affected you. Conclude your essay by connecting your experience to your future goals and aspirations.
    - A straightforward essay about your goals and future career ideas. Include your plans for education, training, and how you will finance your education. If undecided, tell what you are leaning toward doing as a career. Describe any personal experiences that helped you decide what you want to do with your life.
- **Type your name in the top right-hand corner (last, first).**
- Title this paper, STATEMENT OF PURPOSE
- Length of this can be no longer than one page
- Use correct grammar & spelling. A poorly written statement may lose you a potential scholarship.
- Use an easily **readable** font in black ink. (Not too small)
- Have someone proofread your paper; do not rely just on your computer's grammar & spell check.

### 03 TRANSCRIPT: (page 3)

- Leave this page blank. The scholarship committee will add transcripts when they are available.

04 **PERSONAL DATA: (page 4)**

- Follow the **PERSONAL DATA (SAMPLE FORMAT)** form found in the packet.
- Name: **Last/First**
- *Education:* Peninsula School District schools/ local colleges & specific grades you attended. (i.e. Grades 9-12 Peninsula High School).
- *School Sports:* List school sports in which you actively participated & specific grades, 9-12 only.
- *Community Sports/Club Sports:* List community/club sports in which you participated & specific grades, 9-12 only.
- *School Activities/Clubs:* List school activities/clubs in which you participated & specific grades, 9-12 only.
- *Community Activities:* List community activities in which you participated & specific grades, 9-12 only.
- *Awards/Honors:* School & community awards/honors which you received & specific grades, 9-12 only.
- *Volunteer Service:* Name of service organization in which you served & specific grades, 9-12 only. Include **number of hours of service for each activity & total number of hours**.
- *Work Experience:* Type of work, where you worked, & specific grades, 9-12 only. Include **number of hours per week, & total number of hours**.
- *Interests & Hobbies:* List the activities you love to do!
- *Future Plans & Career Goal:* Include name (or type) of school, major, & career goal.

05 **LETTERS OF RECOMMENDATION: (pages 5-6)**

- Use the **REQUEST FOR LETTER OF RECOMMENDATION** form found in your packet.
- Ask for letters of recommendation early. It is recommended you request letters from three different sources. Select the top two for your portfolio.
- You will need to include **TWO** letters of recommendation. It is to your advantage to have only one letter from a PHS staff member. The second letter from a person outside PHS, i.e. an employer, community/club sport or activity coach/leader.
- Keep a copy of your letters of recommendation as you may need them before your portfolios are returned to you.

06 **INTERESTS/HOBBIES: (2 sides, pages 7-12)**

- Photocopy pictures of you participating in school & community sports & activities, volunteer service, work experience, & you participating in your interests/hobbies.
- Photocopy your awards & honors certificates, sports letters, race numbers, medals/ribbons/trophies, & other certifications (i.e. SCUBA card).
- You may include photocopies of newspaper articles about you, your artwork or short original poems.
- Do not include thank you notes written to you, poems/song lyrics/verses not written by you.
- Use regular paper. **No card stock or photo paper**. No taping originals on pages please.
- You may use simple captions only. No journaling or long text (less than a sentence) please.
- You want your photos to parallel/represent your personal data page.

## ASSEMBLING YOUR PORTFOLIOS:

ASSEMBLE EACH PORTFOLIO EXACTLY THE SAME

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- Make two photocopies of each page from your originals.
- Leave 1 ½" margins (left & right) to allow for binding in the portfolio.
- Assemble pages into the two (one black/one green) portfolios purchased from the SAVE Thrift Store. Your portfolios may contain no more than six page protectors in each. Please remove any blank page protectors (other than transcript page).
- The portfolio must not have any writing or items attached to the inside or outside cover.

## REQUIRED MATERIALS TO TURN IN ALONG WITH PORTFOLIOS:

- 2 extra copies of your Statement of Purpose with the name printed on the top right-hand corner (**last, first**).
- Extra copy of your Personal Data Sheet.
- Statement of Understanding/Release of Information with the parents/guardians signature (if you are under 18).
- Criteria Sheet