

# THE STEPHEN PHILLIPS MEMORIAL SCHOLARSHIP FUND

P.O. Box 870, Salem, MA 01970

## GENERAL RECOMMENDATION FORM

### Deadlines for Recommenders:

**April 6 if form is for a high school student applying during the Early Response Process**

**May 4 if form is for a high school or college student applying during the regular application cycle**

Thank you for helping this student apply to the Phillips Scholarship, which offers renewable, 4-year college scholarships to students with financial need who display academic achievement, a commitment to serving others, a strong work ethic, leadership qualities, and exhibit grit when faced with hardship.

This form is for an adult who knows the student well (but not a relative), such as a teacher, community service advisor, religious leader, coach or employer. We are particularly interested in a student's concern for others and, if applicable, any special circumstances or challenges the student has met. You may answer the questions below and/or address these questions in a letter of recommendation. If you choose to write a letter, please include these topics, and/or comment briefly in the spaces provided below on the form. This form and/or your letter can be emailed to [staff@spscholars.org](mailto:staff@spscholars.org), faxed to 978-744-0456 or mailed to the Scholarship Office.

The student has waived his/her right to see all information submitted by Recommenders. If you have any comments or concerns about providing this student with a recommendation, please call the Scholarship Office at 978-744-2111.

Student's Name: \_\_\_\_\_

Recommender's Name: \_\_\_\_\_

Recommender's School or Organization: \_\_\_\_\_

Recommender's Phone #: \_\_\_\_\_

Recommender's Email Address: \_\_\_\_\_

In what capacity do you know the student? \_\_\_\_\_

For how long? \_\_\_\_\_

1. Describe a specific activity, deed, and /or involvement that demonstrates several of the student's strongest characteristics. Examples would be helpful in our evaluation of the student's character.

2. We are interested in each applicant's concern for others. Describe ways that this student serves others (school, community, church, family, etc.)

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3. It is expected that students will be working to help contribute to personal and/or college expenses. Please comment on student's work experience. If he/she has not worked, please explain why.

4. Special circumstances/challenges: If you believe this student has endured special circumstances or has faced unusual challenges during his/her life that are not included in your letter of recommendation, please describe them below. Also, please give examples of how he/she has found support and demonstrated resiliency to function well in academic and personal settings.

5. Comment below about areas of challenge (in life or in classroom) for which this student may need additional support.

Recommender's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you have any questions, please email [staff@spscholars.org](mailto:staff@spscholars.org) or call 978-744-2111.