

Recommendation Form Requirements *Please read carefully*

1. **Louise “Bubbles” Daniels**
 - a. One form completed by a person of the student’s choice
2. **Betty Ruth Flowers Gibbs, & Woody Gaskill/Keith Jones**
 - a. A community person
3. **Richard Coles Evans, Richard H. “Dick” Ward & Jane Abbott Zegopulus, Rn,**
 - a. *High school students*
 - Student’s pastor or youth pastor or director or church member
 - b. *College students*
 - College minister or church member **and** a member of the college (advisor, professor, coach, etc.)
4. **Helen Britt Van Cleef Petty & Karen Phillips**
 - a. A community person or church member

Steps for Requesting Recommendation Letters

Complete the box titled “To be completed by applicant”. This is required for each form and letter written, **PLEASE ensure that if a recommender sends a recommendation on your behalf they list at the top of the letter: your name, the name of the scholarship, and the title you have assigned them that matches the scholarship requirement i.e. Teacher, community person, youth pastor, etc.**

- a. One recommendation form can be applied to more than one scholarship. For example, John Smith could write a recommendation for you as a *community person* and it would apply as *one recommendation* for Louise “Bubbles” Daniels, Betty Ruth Flowers Gibbs, Woody Gaskill/Keith Jones, Helen Britt Van Cleef Petty and Karen Phillips. **example:**

To be completed by applicant:

Your Name: **Jane Doe**

Name of Scholarships to which this recommendation applies: **Louise “Bubbles” Daniels, Betty Ruth Flowers Gibbs, Woody Gaskill/Keith Jones, Helen Britt Van Cleef Petty & Karen Phillips**

Title of the recommender who is writing the letter; please use a title from criteria (i.e. Teacher, guidance counselor, church member etc.): **Community Person**

2. When you ask a person to complete your recommendation it is suggested you explain the criteria for the scholarship(s) to which their letter will apply; financial need, academics, moral character, personality, sport participation, etc.
3. Clearly explain options for returning the recommendation form. They may return to you to be scanned and emailed with your packet or if they desire confidentiality they may personally email to scholarships@mountolivetumc.org or mail to Mt. Olivet UMC, PO Box 787, Manteo NC 27954 the deadline is clearly listed at the bottom of the recommendation form. (it is also courteous to supply a business envelope with the mailing address if that is their desired method)

You may email scholarships@mountolivetumc.org or call 252-473-2089 ext. 21; **one week prior to the deadline** to ensure your recommendation forms have arrived

Mount Olivet UMC Recommendation Form

Please save in the following format: use sequential numbers as needed
Students Name_ Recommendation Form_MOUMC.pdf

To be completed by applicant: Your Name: _____

Name of Scholarships to which this recommendation applies:

Title of the recommender who is writing the letter; please use a title from criteria (i.e. Teacher, guidance counselor, church member etc.): _____

To be completed by recommender:

Your name: _____

How long have you known applicant? _____

In what capacity have you known applicant? _____

Please describe the applicant in terms of personal traits and accomplishment,
(character, citizenship, leadership, social maturity, etc.) *max 1200 characters*

Describe any unusual circumstances, special background information which would be helpful to
the scholarship committee: *max 500 characters*

Scholarships may be returned to student or you may email to
scholarships@mountolivetumc.org or mail to Mt. Olivet UMC, PO Box 787,
Manteo NC 27954 This recommendation is due by midnight **March 18, 2021**