

COMMUNITY FOUNDATION

OF THE FOX RIVER VALLEY



111 West Downer Place, Suite 312 • Aurora, Illinois 60506
www.CommunityFoundationFRV.org • 630-896-7800

Instructions For The 2010 Community Foundation Scholarship Program Evaluation

Students applying to the Community Foundation Scholarship Program are required to obtain evaluations or letters of recommendation as part of the application process. We would prefer to receive these items directly from the evaluator via email.

If you are working with a paper copy of this form, please visit www.communityfoundationfrv.org/2010schprogram.asp to obtain this form in an electronic format. This form is designed to be opened and saved repeatedly using Adobe Reader or Adobe Acrobat software, thus allowing you to work at your own pace.

Feedback concerning this evaluation form and the evaluation process is welcomed.

Procedures to complete this evaluation form electronically.

Due to the various internet browser differences, it is recommended that you follow the procedures below before you begin to enter information into the data fields of this form.

1. Save this evaluation form to your computer or removable storage device now.
2. Close this web page as you will no longer be working with this form on our website.
3. Reopen this form using the Adobe Reader or Adobe Acrobat software.
4. Enter data into the fields on this form.
5. Save your updated form to your computer or removable storage device.
6. Repeat steps 3 through 5 until you have completed this form.

Click the "Highlight Fields" button in the information bar above this Application to reveal the data fields for each question.

Procedures to return this evaluation form – preferably by email.

- By email. Please follow the recommended procedures below to submit this evaluation form via email.
 1. Save this evaluation form on your computer or removable storage device using the Adobe Reader or Adobe Acrobat software.
 2. Attach this evaluation form to an email.
 3. Type your name and the student name in the subject line as it will help us to associate your evaluation with the email sent to the Community Foundation should there be problems.
 4. Send the email to the following address used exclusively for submitting evaluations: schevaluation@communityfoundationfrv.org.
 5. Check the Sent Folder in your email program to verify that the email has been sent and that your evaluation was attached.
- By mail. Please send it to our office address provided above.
- By student. If you allow the student to submit it to our office, please place it in an envelope with your signature across the sealed flap.

Special note to Mac users:

Although you are able to use other programs to manipulate this evaluation form, it has been designed for use with Adobe software. You must use Adobe Reader or Adobe Acrobat software to fill in and save this form.

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2010 Community Foundation Scholarship Program Evaluation

Information About The Student

Student Name & Information

1. Student Last Name _____ 3. Gender male female
2. Student First Name _____ 4. Student Informal Name _____
(i.e. nickname, substitute for first name)

Information About You (The Evaluator)

Your Name & Information

5. Your Last Name _____
6. Your First Name _____ 7. Your Phone Number _____
8. Your Email Address _____
9. Your Relationship to the Student _____
(i.e. teacher, professor, coach, counselor, pastor, employer, neighbor, etc.)
10. If you are a teacher at a high school, please indicate which high school _____

Evaluation Of The Student

Please rate the above-mentioned student in the categories below on a scale of 1 to 5 with 1 as the lowest rating and 5 as the highest. Not applicable (0) may be used if you do not have sufficient knowledge of the student to make that determination.

0 = Not Applicable 1 = Poor 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent

Potential For Success

Intelligence Motivation Personality

Personality Character

Honesty Leadership Concern for Others Attitude Regarding Authority
Initiative Industry Personal Appearance

Additional Comments Regarding The Student