



January 2, 2019

Dear Student:

If you are a currently enrolled student at Bunker Hill Community College and are planning to return to BHCC for the Fall 2019 semester, you might qualify for the **Trustees' Service Award**.

Enclosed is a copy of the application, criteria for selection, the application procedure including the application deadline, and the BHCC Institutional Values. Please note the application deadline for this award is March 28, 2019. Submit all of your material to Student Central Office **by 2:00 p.m. on Thursday, March 28, 2019. Late Material Will Not Be Accepted.**

We encourage all qualified students to apply for this award. If you have any questions or would like more information please call the Student Central Office at (617) 228-2275.

Sincerely,

Student Central Office

Enclosure

CHARLESTOWN CAMPUS

250 New Rutherford Avenue • Boston, Massachusetts 02129-2925
Phone: 617-228-2000 TTY: 617-242-2365

CHELSEA CAMPUS

70 Everett Avenue • Chelsea, Massachusetts 02150-2917
Phone: 617-228-2101 TTY: 617-884-3293

ADDITIONAL LOCATIONS

Chinatown • East Boston • Everett • Malden • South End • Quincy

bhcc.edu

BUNKER HILL COMMUNITY COLLEGE 2019 TRUSTEES' SERVICE AWARD

The Trustees' Service Award is given to a returning student who has demonstrated "academic achievement and outstanding community service" while attending Bunker Hill Community College. Community Service includes civic responsibility, civic engagement or volunteer service. The award is for full, current, in-state tuition and fees for up to 12 credits in the Fall 2019 semester and is renewable for a second consecutive semester if the recipient is enrolled at BHCC and continues to meet the 2.50 GPA requirements.

QUALIFICATIONS: To qualify for this award, the applicant must:

1. Be currently enrolled for credit courses and have completed a minimum of 30 credit hours at BHCC.
2. Attend BHCC during the Fall 2019 semester.
3. Have earned a cumulative GPA of **2.50**.
4. Have no In-Progress grades at the time of the application deadline (March 28, 2019).
5. Complete the application procedure as noted below.

APPLICATION PROCEDURE and SELECTION CRITERIA:

1. The applicant must complete the attached Trustees' Service Award Application Form.
2. The applicant must write an essay of no more than 300 words, indicating specifically how he/she meets the criteria for this award. To do this, the applicant should write three paragraphs. Each of the paragraphs should provide evidence for one of the following points:
 - a. Specific evidence indicating how the applicant has demonstrated academic achievement.
 - b. Specific examples of how the applicant has demonstrated outstanding community service (Community service might include a demonstration of civic responsibility, civic engagement, or volunteer service. It should not include activities during an internship or a position for which you are paid).
 - c. Specific illustration of how the applicant has contributed to the institutional values of the BHCC community (please read BHCC's Institutional Values, attached).

PLEASE NOTE THAT YOUR ESSAY WILL BE EVALUATED ON THE BASIS OF HOW SUCCESSFULLY YOU PROVIDE EVIDENCE ABOUT YOUR ACADEMIC ACHIEVEMENT, YOUR COMMUNITY SERVICE AND YOUR CONTRIBUTION TO BHCC'S INSTITUTIONAL VALUES. THE ESSAY MUST BE SIGNED BY THE APPLICANT.

3. The applicant must present three letters of recommendation as follows:
 - Two of the three letters must be from BHCC faculty (letters should be printed on company letterhead).
 - The third letter (letter should be printed on company letterhead) must be from a representative internal or external to the college, who is directly familiar with the student's community service.

The letters must speak to the leadership qualities and contributions of the applicant related to community service. **THE LETTERS MUST BE SIGNED BY THE PERSON WHO WROTE THE RECOMMENDATION.**

4. All materials (the completed application form, essay and three letters of recommendation) must be submitted together to the Student Central Office by 2:00 p.m. on Thursday, March 28, 2019. **Late Material Will Not Be Accepted.**

BUNKER HILL COMMUNITY COLLEGE
2019 TRUSTEES' SERVICE AWARD APPLICATION

PLEASE PROVIDE ALL INFORMATION AS REQUESTED BELOW.

Please print your name: _____
Last First MI

Mailing Address: _____
Street

City/Town State Zip

Student ID Number or Social Security Number: _____

Telephone: _____
Day Evening

I understand that I am required to submit this completed application with the following materials to Student Central Office **by 2:00 p.m. on Thursday, March 28, 2019. I understand that late material will not be accepted.**

- My written essay of no more than 300 words follows the format described in the application procedure and gives specific evidence of my academic achievement, my community service, and my contribution to BHCC's institutional value(s). (See attached copy of the BHCC Institutional Values).
- Three letters of recommendation as follows:
 - Two of the three letters must be from BHCC faculty (letter should be printed on company letterhead).
 - The third letter (letter should be printed on company letterhead) must be from a representative internal or external to the college, who is directly familiar with my community service.

The letters must speak to my leadership qualities and contributions related to community service, and give examples of the community service I performed.

Please note: It is your responsibility to ensure that your essay is signed by you; that your letters of recommendation are signed by the person who wrote them; and that all application materials are submitted together to Student Central Office by the March 28, 2019 deadline.

I also understand that I must be currently enrolled for credit courses at BHCC and have completed a minimum of 30 credit hours at BHCC; that I must have earned a cumulative grade point average of 2.50; that I must attend the college during the Fall 2019 semester and if I am a finalist, I must be available for an interview with the Board of Trustees. **Interview date: is to be determined; finalist will be informed of future date.**

Also, I certify that I am making satisfactory academic progress (grade of C or better) in the courses in which I am currently enrolled.

Signature: _____ Date: _____

Please note, students may only accept and the College will only award one tuition and fees scholarship or award per academic year or semester.

BUNKER HILL COMMUNITY COLLEGE

INSTITUTIONAL VALUES STATEMENT

- **Inspiring Excellence**
Encourage everyone to rise above the limits imposed on them
Create partnerships to excel
Commit that all members of our community reach their potential
- **Integrity**
Do what we say we do
Keep our word
Act responsibly, accountably and ethically
Do the right thing no matter what
Take personal responsibility for your actions and the outcomes of your actions
- **Learning**
Commit to forward growth and positive change for everyone
Provide tools for lifelong learning for students, employees, and the community
Provide opportunities to grow beyond current boundaries, both personally and professionally
- **Respect**
Value differences
Treat everyone fairly
Give everyone an equal opportunity to be a stakeholder
- **Service**
Put students first; we train you, we teach you, we prepare you
Meet student needs as well as those of the job market
Work together to improve our community