January 2, 2020

Dear Student:

If you are a currently enrolled student at Bunker Hill Community College and are planning to return to BHCC for the fall 2020 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 26, 2020. Submit all of your material to Student Central Office **by 2:00 p.m. on Thursday, March 26, 2020. 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
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 2020 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 2020 semester.
3. Have earned a cumulative GPA of 2.50.
4. Have no In-Progress grades at the time of the application deadline (March 26, 2020).
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 and signed by the person who wrote the recommendation).
   - The third letter (letter should be printed on company letterhead and signed by the person who wrote the recommendation) 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 26, 2020. Late Material Will Not Be Accepted.
BUNKER HILL COMMUNITY COLLEGE
2020 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 26, 2020. I understand that late materials 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 and signed by the person who wrote the recommendation).
  • The third letter (letter should be printed on company letterhead and signed by the person who wrote the recommendation) 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 26, 2020 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 2020 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