

## Ontario Educational Credit Union Scholarship Application

**Reference Letter – School Official (principal, vice-principal or guidance counselor, professor or college/university teaching assistant) or Community/Volunteer Program Supervisor**

Thank you for writing this reference letter on behalf of the applicant. The process for selecting the scholarship recipients is a blind process. That is, the selection committee will not know the identity of the applicants as they review the application forms. Therefore, OECU asks that you confine the applicant's identity to the current page of this reference (page 1) and that you not use the applicant's name in the body of the letter on page 2. The letter may be hand-written legibly, using dark, easily reproducible ink, or typed in a format that duplicates this form.

**School Official/Program Supervisor** \_\_\_\_\_

Position of Official/Supervisor \_\_\_\_\_

**Re: Applicant's Name:** \_\_\_\_\_

School/Organiz'n \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_

Postal Code: \_\_\_\_\_

**On page two of this form, Appendix 1: Reference Letter – School Official or Program Supervisor, please outline your assessment of this applicant in the following categories:**

- i. academic performance, or assigned duties/responsibilities and performance of same,
- ii. contribution to the life of the school, organization/program,
- iii. initiative,
- iv. leadership skills,
- v. likelihood of success in the program to which he/she has applied at college or university,
- vi. overall summary.

\_\_\_\_\_  
Signature of School Official

( \_\_\_\_\_ )  
Title

**This reference letter may be completed by one of the following school officials: principal, vice-principal, guidance counselor, professor or college/university teaching assistant or by a community/volunteer program supervisor.**

## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.