

## Upper Keys Rotary Club CTE Application Instructions

The Upper Keys Rotary Club awards three types of scholarships for students who are residents of the Upper Keys: 1. Graduating High School Seniors (including those who took a Gap year), 2. Returning students (who have previously received a scholarship from this organization) and 3. CTE students interested in Career Technical Education training or certification. Please make sure you have selected the correct application.

Once you find the appropriate form, download and save it. The application form is a “fillable” PDF file. You can enter the information from a browser or from any PDF reader. Although it will probably appear in your browser, this is not an “online” form. You should DOWNLOAD and SAVE it to your local system. Then, you can take your time to complete the form and save it as you go along. Finally, you will upload the finished application form to a portal described below.

Career Technical Education Scholarship applicants will be asked to

1. Complete the CTE application in full

2. Provide an image of the EFC (Expected Family Contribution) page from your FAFSA.

You will need a screen image or even a photo from your phone of the Expected Family Contribution or EFC page from your current FAFSA. The best format for our use is a pdf.

2. We are asking you to create a short video on your phone or other device. You will simply respond to prompts in the instructions given below.

4. Optionally, tell us anything we need to know in an essay. Because we are asking for a video, an essay is optional. There is a page in the application form where you can write to tell us anything you think we should know about you and your education. If there is something you would like to put in writing, then yes, tell us on that page.

5. There is no deadline for CTE applications. We can accept CTE applications at any time.

8. Each application form contains an Internet Link and a password. For CTE Applicants the link to the portal is <https://filerequestpro.com/up/cte-scholarship-application> The password is SmartWork

## **Here are the Prompts for CTE Student Video.**

**Please read the prompts below and create a video on your phone or other device. In this video you will introduce yourself and respond to the prompts.**

**When you complete the video, just copy/paste or drag and drop the video file into the upload folder at the link you were provided in your application along with 1. the completed application, 2. EFC page image.**

**Now, for the video: Please respond to the prompts below. Importantly, if there is something about you that you want us to know, please tell us!**

### **VIDEO PROMPTS**

**Be sure to tell us:**

- Your name**
- Where you went to high school and where you live.**
- What training or certification you would like to attend.**
- Why you feel this line of work would be good for you.**
- Do you work now? What is your work experience?**
- What are your career goals beyond college? Where do you hope to see yourself in 5 or in 10 years?**