

# **Friends of Harold Washington College**

## ***Graduation Award 2019***

**The Award:** Friends of Harold Washington College (FHWC) is an organization of faculty, staff and administrators who have retired from full time service to the college. The Friends of Harold Washington College Graduation Award has been established by FHWC to recognize the impact that Harold Washington College has had on its graduating students. These awards will be presented at a luncheon at HWC on Tuesday, May 7, 2019.

FHWC will recognize five students with awards of \$1,000 each in 2019.

### **Eligibility Requirements for Graduation Award**

- Applicant will be graduating from Harold Washington College in May 2019 (Students who graduated at the end of Summer 2018 or Fall 2018 are also eligible) receiving an AA, AS, AES, AFA, AGS, AAS degree, or an Advanced Certificate.
- Applicant is recommended by two current Harold Washington College faculty members, staff members and/or administrators.
- Applicant submits the required essay.

**The Application Process** The application process includes the following:

- Meeting the eligibility requirements for the award.
- Preparing the required essay.
- Securing two recommendation letters, signed and dated, from two current Harold Washington College faculty members, staff members and/or administrators.
- Submitting the completed application packet.
- Agreeing to the conditions specified regarding the award.

**Deadline: 5 PM, Friday, March 1, 2019**

**Please return completed application packets (hard copy only) to**

FHWC Graduation Award, c/o Tonja Girtten, Room 1146.

**Friends of Harold Washington College**  
**Graduation Award 2019**  
**Application Form**

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Applicant's Name: \_\_\_\_\_  
                                    First                                    Middle                                    Last

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Degree to be awarded at May 2019 Graduation or awarded after the Summer 2018 or Fall 2018 term. (check one):

AA\_\_\_ AS\_\_\_ AES\_\_\_ AFA\_\_\_ AGS\_\_\_ AAS\_\_\_ Advanced Certificate\_\_\_

**Essay for the Friends of Harold Washington College Graduation Award:**

Please address the following topic in an essay of 300 – 500 words. Your response must be word processed (double spaced) and submitted as part of your application packet to FHWC Graduation Award c/o Tonja Girtten, Room 1146.

Please clearly identify yourself by both name and student ID number at the top of the document.

**Essay Topic:**

**Discuss the importance of your experiences at Harold Washington College relative to your present life and your future plans.**

**Friends of Harold Washington College**  
**Graduation Award 2019**  
**Formal Application**

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Name of Applicant \_\_\_\_\_

Applicants must:

- Secure two recommendation letters, signed and dated, from two current Harold Washington College faculty members, staff members and/or administrators.
  - Recommended by \_\_\_\_\_
  - Recommended by \_\_\_\_\_
- Complete the application and submit the application packet.
- Participate in an interview with committee members, if requested, as a part of the decision-making process.

IMPORTANT: As a part of signing this application, I give permission to the FHWC Graduation Award Committee to access my student academic records to verify my qualifications for the Friends of Harold Washington College Graduation Award.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**Please return completed application packets (hard copy only)**  
**by 5 PM, Friday, March 1, 2019, to**

FHWC Graduation Award, c/o Tonja Girtten, Room 1146.

The completed packet must include the following:

- Pages two and three of this application packet.
- Applicant's essay.
- Two letters of recommendation each signed, dated and in sealed envelopes with recommendation form (page 4a or 4b) attached.

Questions?

Contact: Friends of Harold Washington College at [FHWC@ccc.edu](mailto:FHWC@ccc.edu)

**Friends of Harold Washington College**  
***Graduation Award 2019***  
**Form for Recommendation #1**

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Applicant: \_\_\_\_\_

Recommended by: \_\_\_\_\_

Position at Harold Washington College \_\_\_\_\_

Please write a letter of recommendation for the applicant indicating why you think the applicant is deserving of the FHWC Graduation Award. You may wish to confer with the applicant and read the application essay.

Your letter must be **signed**, dated, placed in a sealed envelope and given to the applicant with this form attached for inclusion in the application packet. The deadline for submission of the complete application packet is **5 PM Friday, March 1, 2019.**

The applicant is responsible for meeting the following award criteria:

- Submission of required essay.
- Awardee will be graduating in May 2019 (Students who graduated at the end of Summer 2018 or Fall 2018 are also eligible).
- Submission of two signed and dated letters of recommendation.

**Deadline for submission of entire application packet 5 PM Friday, March 1, 2019.**

Questions?

Contact: Friends of Harold Washington College at [FHWC@ccc.edu](mailto:FHWC@ccc.edu)

**Friends of Harold Washington College**  
***Graduation Award 2019***  
**Form for Recommendation #2**

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Applicant: \_\_\_\_\_

Recommended by: \_\_\_\_\_

Position at Harold Washington College \_\_\_\_\_

Please write a letter of recommendation for the applicant indicating why you feel the applicant is deserving of the FHWC Graduation Award. You may wish to confer with the applicant and read the application essay.

Your letter must be **signed**, dated, placed in a sealed envelope and given to the applicant with this form attached for inclusion in the application packet. The deadline for submission of the complete application packet is **5 PM, Friday, March 1, 2019.**

The applicant is responsible for meeting the following award criteria:

- Submission of required essay.
- Awardee will be graduating in May 2019 (Students who graduated at the end of Summer 2018 or Fall 2018 are also eligible).
- Submission of two signed and dated letters of recommendation.

**Deadline for submission of entire application packet: 5 PM Friday, March 1, 2019.**

Questions?

Contact: Friends of Harold Washington College at [FHWC@ccc.edu](mailto:FHWC@ccc.edu)