

# Philadelphia <sup>ACADEMIES</sup> INC.

## PHILADELPHIA ACADEMIES, INC. SCHOLARSHIPS MEMORANDUM 2008-2009 ACADEMIC YEAR

To Academy Coordinator:

Let's prepare in advance! Attached for your completion are the Senior Awards Forms for the 2008 school year. Please note each academy budget has been given \$400 for Senior Awards. You can distribute the \$400 as you wish. For example: you can give a \$300 scholarship and a \$100 Outstanding Senior Award; or give a \$200 scholarship and two \$100 Outstanding Senior Awards; or give two \$175 scholarships and one \$50 Outstanding Senior Award. Either way you decide, the total should not exceed \$400.

Please meet with your academy team to identify your winner(s). Once you have selected your winner(s), please complete the Annual Senior Awards Form and fax it to my attention. The student(s) who win the scholarship will not receive their money until they enroll in college. Also, attached are "letters of congratulations" you can give to each scholarship winner. If you want your student(s) to receive a certificate, please complete the enclosed Scholarship Certificate Request Form and give our office seven days notice to execute the request.

Additionally, please let us know if you have the Valedictorian this school year, as well as how many academy students receive scholarships. In the past we have calculated academy students receiving \$1.8 million in scholarships and for the last three years, we have had several Valedictorians out of our seventeen schools. This information is used when we request funding from foundation and corporate entities. Therefore, it is imperative that you complete the enclosed forms. Please feel free to make as many copies as you need and return them to my attention by April 27, 2009.

Again, please call me directly or notify your Program Director/ Manager if the Valedictorian for your school is a student of the Academy. If you have any questions, please contact me at your convenience. Thank you.

Attachments:

- Annual Senior Awards Forms
  - Outstanding Senior*
  - Scholarship Winner*
- Scholarship Certificate Request Form
- Letter of Congratulations
- Academy Scholarship Survey Form