

Philadelphia CADEMIES INC.

MEMORANDUM

TO: Academy Coordinator

FR: Stephanie V. Smith, Director of Student Services

DT: 2009 – 2010 Academic Year

RE: Philadelphia Academies, Inc. Scholarships

Let's prepare in advance! Attached for your completion are the Senior Awards Forms for the 2009 - 2010 academic 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 the attention of Vera Grobes, Student Services Assistant, by **Friday, March 26, 2010**.

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

Philadelphia ^{CADEMIES} INC.

ANNUAL SENIOR AWARDS: OUTSTANDING SENIORS

Date Sent: _____

Academy Program: _____

Date Needed: _____

School: _____

OUTSTANDING SENIORS

The Outstanding Senior award is for the senior(s) who is selected by the teachers, who has been deemed the best in overall work, attendance and academic performance.

Name	Address/Zip Code	Award Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

PHILADELPHIA ACADEMIES, INC. USE ONLY

Approval: _____

Date: _____

Philadelphia ^{ACADEMIES} INC.

ANNUAL SENIOR AWARDS: SCHOLARSHIP WINNERS

Date Sent: _____

Academy Program: _____

Date Needed: _____

School: _____

SCHOLARSHIP WINNERS

The Philadelphia Academies, Inc. supports a scholarship for one student(s) from each academy who attends any post-secondary institution to further their personal goals. The scholarships are unrestricted and are to be given to the student(s) after enrollment.

Name	Address/Zip Code	Scholarship Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

PHILADELPHIA ACADEMIES, INC. USE ONLY

Approval: _____

Date: _____

Philadelphia ^{CADEMIES} INC.

SCHOLARSHIP CERTIFICATE REQUEST FORM

School: _____

Academy: _____

Date Needed: _____

Name(s) of Scholarship Winner(s):

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Name(s) of Outstanding Senior(s):

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Please make sure to check the spelling of student name(s) and give our office seven days notice to execute the request.
If you have any questions, please call Vera Grobes at 215-546-6300 ext. 108.

Philadelphia ^{CADEMIES} INC.

June 2010

Dear Academy Student:

CONGRATULATIONS! You have been awarded the Philadelphia Academies, Inc. Scholarship.

In order to receive your scholarship, please send or fax to my attention, copies of two (2) items from the following list as proof of enrollment from your college or university:

1. Class Roster
2. Tuition Billing Statement
3. College/University Student I.D. Card

Your scholarship check will take approximately 2-3 weeks to be processed and mailed to the school or to your home.

Please address the requested proof of enrollment information to:

Ms. Vera E. Grobes
Philadelphia Academies, Inc.
230 South Broad Street, Suite 1300
Philadelphia, PA 19102
Fax #: 215-546-9174
Email: vgrobes@academiesinc.org

If you have any questions, please feel free to contact me directly at 215-546-6300 ext. 108.

Sincerely,



Vera E. Grobes
Program Services

Philadelphia CADEMIES INC.

PLEASE ATTACH THIS SUMMARY SHEET TO YOUR ACADEMY SCHOLARSHIP SURVEY(S)

TO: Vera E. Grobes
Student Services

FR: _____, Academy Coordinator
PRINT YOUR NAME

DT: 2009 - 2010 Academic Year
PLEASE RETURN NO LATER THAN MARCH 26, 2010

RE: Philadelphia Academies, Inc. Scholarships
SURVEY SUMMARY SHEET

Below is the total dollar amount of scholarships received by our Academy Students:

_____ # OF SCHOLARSHIP RECIPIENTS

_____ \$ OF DOLLARS RECEIVED

PS

Thanking you in advance for all of your hard work.



Philadelphia ^{CADEMIES} INC.

ACADEMY SCHOLARSHIP SURVEY [Please print]

SCHOOL	ACADEMY	COORDINATOR
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Student Name: _____

Scholarship:	Amount: \$	Duration: yrs.
Scholarship:	Amount: \$	Duration: yrs.
Scholarship:	Amount: \$	Duration: yrs.
Scholarship:	Amount: \$	Duration: yrs.
Scholarship:	Amount: \$	Duration: yrs.

Student Name: _____

Scholarship:	Amount: \$	Duration: yrs.
Scholarship:	Amount: \$	Duration: yrs.
Scholarship:	Amount: \$	Duration: yrs.
Scholarship:	Amount: \$	Duration: yrs.
Scholarship:	Amount: \$	Duration: yrs.

Student Name: _____

Scholarship:	Amount: \$	Duration: yrs.
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Scholarship:	Amount: \$	Duration: yrs.
Scholarship:	Amount: \$	Duration: yrs.
Scholarship:	Amount: \$	Duration: yrs.

Student Name: _____

Scholarship:	Amount: \$	Duration: yrs.
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