

Attention Lane Students!

GET READY FOR THE 2013-2014 Oregon Student Access Commission & Lane Foundation Scholarships

To Do:

1. Take a moment and review the four personal statements in this packet. Begin planning your answers. These personal statement questions are a significant part of the **OSAC** and **Lane** applications.
2. Review the "sample" activity chart filled with activity suggestions and ideas.
3. In early November 2012 go to www.oregonstudentaid.gov to begin the online OSAC application.
4. In early January 2013 go to www.lanecc.edu/foundation/scholarshipopps.htm and begin the online Lane application.

TIPS for Success:

1. Brainstorm ideas with friends and family for personal statements and activity charts.
2. Budget time to work on scholarships.
3. Begin writing your rough drafts right now and save your work in a Word format.
4. Begin work on your activity chart using this handout or see a Career Advisor and go to (<http://oregoncis.uoregon.edu>) username: lcc, password: gotitans;
5. Locate your current and past transcripts and convert to PDF format.

Use CES staff, writing tutors and staff to help you with all of the above.

DEADLINES:

1. Oregon Student Access Commission (OSAC)
February 16, 2013 (Early Bird) at 5pm (PST)
March 1, 2013 (Final Deadline) at 5pm (PST)
2. Lane Foundation Scholarships
March TBA, 2013 (Final Deadline)

For further assistance and information visit
Career & Employment Services, Building 1, Room 102 or call 541.463.5164

www2.lanecc.edu/ces/scholarships

Four Required Personal Statements:

Length: (maximum of 1000 characters, with spaces)

Required Personal Statement #1: Explain your career aspirations and your educational plan to meet these goals.

Required Personal Statement #2: Explain how you have helped your family or made your community a better place to live. Please provide specific examples.

Required Personal Statement #3: Describe a personal accomplishment and the strengths and skills you used to achieve it.

Required Personal Statement #4: Describe a significant change or experience that has occurred in your life. How did you respond and what did you learn about yourself?

Activity Categories

- A. School Activities
B. Volunteer Activities (community/family)
C. Paid Work History

Activities Chart

OREGON STUDENT ASSISTANCE COMMISSION SCHOLARSHIP APPLICATION

Name: _____

 App # (5 digits)
(eApp users only:) _____

Act Cat	Activity Title	Dates From-To	Time Spent		Responsibility / Accomplishments
			Hours per Wk / Mo	Total Hours	
A	Scholarship Group	09/2010 -	4/wk	24	Initiated group, researched and currently applying for scholarships as a group.
A	TRiO Student, Lane Community College	09/2009 - 11/2010	25/mo	280	Received assistance from tutors with homework and utilized study groups to improve learning strategies.
A	Created Math Study Group	12/2009 - 08/2010	6/mo	60	Initiated contact with classmates, located space to meet, met with others to review homework and prep for tests.
A	Crisis Intervention Training	03/2010 - 03/2010	6/mo	6	Attended Lane Community College (LCC) training regarding students that are having a crisis and how to assist them.
A	Project Graduation, Sheldon High School	09/2006 - 06/2009	10/mo	330	Planned, fundraised and attended Drug/Alcohol-Free Grad Night. Served as Co-President 2007-2008.
A	Room Mom, Adams Elementary School	09/2007 - 06/2008	2/wk	56	Organized activities, supervised field trips, led fundraising, and helped with art projects.
A	Notetaking for LCC instructor	04/2008 - 06/2008	4/wk	48	Took notes during office writing class for instructor to send to students in class.
A	Phi Theta Kappa Member	04/2004 - 04/2004	3/mo	3	Participated in the American Cancer Society Relay for Life with my chapter.
A	Women in Transition Program Graduate	09/2001 - 12/2001	12/wk	144	Graduated from women's program at Lane Community College (LCC), where I learned career, school & life skills.
B	HIV Alliance Presenter	04/2010 - present	10/mo	60	Coordinate presentations to at-risk groups and high school students on HIV and Hep C.
B	Peer Tutor- A&P, Chemistry and Biology	01/2007 - present	10/mo	260	Assist students with Chemistry and Biology as well as Anatomy & Physiology.
B	Parenting, Homework assistance	09/2002 - present	20/mo	1760	Instruct my five children on study strategies, and how to improve their writing skills and math abilities.
B	United Way Representative	11/2007 - 11/2010	6/mo	42	Recruited coworkers to donate to United Way campaign for Lane Community College. College raised over \$600,000.
B	Volunteer, Head Start	09/2008 - 06/2010	1/mo	24	Assisted teachers with activities for the preschool students in my child's class.
B	Sunday School Teacher	05/2008 - 05/2009	5/mo	60	Instructed children in grades K-5 bi-weekly. Children memorized verses, learned songs and participated in crafts.
B	Parent-Classroom Volunteer	03/2005 - 03/2008	25/mo	1340	Classroom assistance. Tutored pupils in math. Assisted with field trips & other school events including fundraisers.
B	Ultimate Frisbee Coach/Team Captain	09/2006 - 02/2008	3/wk	192	Created and coached first Ultimate Frisbee team in college. Elected team captain and organized games and practices.
C	Student Service Associate, Lane Community college	09/2008 - 09/2010	14/wk	1456	Contributed to a healthy community as a peer advisor in the Career and Employment Services office at LCC.
C	Nursing Assistant, Gateway Assisted Living	05/2004 - 05/2005	40/mo	360	Assisted elderly with activities of daily living.
C	Assistant Manager, Kentucky	10/2001 - 06/2002	54/wk	1858	Managed 16 employees and reinforced strong customer service, cleanliness and food preparation standards.

Activity Chart

Activity Categories

A. School Activities

B. Volunteer Activities (community/family)

C. Paid Work History

Name:

L#

[illegible]

Action Verbs

Analysis/Problem Solving

Abstracted
Analyzed
Appraised
Assessed
Briefed
Clarified
Compared
Computed
Correlated
Critiqued
Debated
Defined
Determined
Diagnosed
Dissected
Evaluated
Examined
Identified
Interviewed
Investigated
Judged
Maintained
Mapped
Monitored
Observed
Perceived
Ranked
Read
Reasoned
Related
Researched
Reviewed
Screened
Scanned
Solved
Studied
Summarized
Surveyed
Synthesized
Verified
Visualized

Assistance

Advised
Assisted
Bolstered
Collaborated
Contributed
Consulted
Cooperated
Enlisted
Facilitated
Fostered
Helped
Participated
Referred
Served
Strengthened
Supported
Sustained

Communication

Addressed
Advertised
Answered
Briefed
Communicated
Corresponded
Debated
Explained
Expressed
Facilitated
Interpreted
Interviewed
Lectured
Listened
Narrated
Prepared
Presented
Publicized
Recorded
Responded
Spoke
Wrote

Creation and Development

Acted
Adapted
Authored
Bolstered
Built
Charged
Clarified
Composed
Conceived
Corrected
Created
Designed
Developed
Devised
Discovered
Drafted
Eliminated
Established
Expanded
Expedited
Initiated
Innovated
Instituted
Integrated
Introduced
Invented
Launched
Modified
Originated
Perceived
Performed
Planned
Prioritized
Produced
Promoted
Proposed
Recommended
Reduced
Restored
Refined
Revamped
Set
Shaped
Simplified
Solved
Styled
Streamlined
Substituted
Visualized

Achievement

Advanced
Assured
Bolstered
Eliminated
Encouraged
Enhanced
Expanded
Facilitated
Fostered
Generated
Guaranteed
Identified
Improved
Increased
Inspired
Mastered
Maximized
Motivated
Obtained
Overcame
Promoted
Reduced
Restored
Stimulated
Strengthened
Upgraded

Negotiation

Advised
Advocated
Arbitrated
Bargained
Expedited
Facilitated
Lobbied
Mediated
Merged
Motivated
Negotiated
Persuaded
Promoted
Reconciled
Solved

Teaching and Counseling

Adapted
Advised
Advocated
Aided
Assessed
Assisted
Bolstered
Briefed
Cared
Charged
Clarified
Coached
Comforted
Communicated
Conducted
Consulted
Coordinated
Demonstrated
Educated
Empathized
Enabled
Encouraged
Enlightened
Guided
Helped
Implemented
Improved
Influenced
Informed
Inspired
Interpreted
Investigated
Observed
Perceived
Persuaded
Restored
Saved
Shared
Solved
Spoke
Stimulated
Strengthened
Substituted
Supported
Sustained
Taught
Trained
Validated

Operations

Adjusted
Adapted
Bolstered
Clarified
Corrected
Eliminated
Expedited
Facilitated
Fixed
Implemented
Installed
Performed
Prepared
Prioritized
Produced
Programmed
Promoted
Ran
Reduced
Repaired
Serviced
Set
Transported
Upheld
Used
Utilized

Service

Assisted
Attended
Cared
Catered
Delivered
Entertained
Facilitated
Furnished
Listened
Maintained
Prepared
Procured
Provided
Satisfied
Served
Supplied

Organization

Accumulated
Arranged
Assembled
Built
Catalogued
Clarified
Classified
Coordinated
Correlated
Detailed
Developed
Facilitated
Filed
Gathered
Graphed
Identified
Inspected
Located
Maintained (records)
Methodized
Obtained
Organized
Planned
Prioritized
Processed
Programmed
Reorganized
Reproduced
Retrieved
Revamped
Revised
Scheduled
Set
Simplified
Solved
Streamlined
Structured
Synthesized
Systemized
Updated

Supervision and Management

Administered
Allocated
Approved
Arranged
Assigned
Authorized
Bolstered
Coached
Conducted
Decided
Delegated
Directed
Dispatched
Distributed
Educated
Encouraged
Enforced
Evaluated
Executed
Exercised
Expedited
Facilitated
Fired
Followed (through)
Hired
Implemented
Instructed
Led
Maintained
Managed
Met (deadlines)
Monitored
Motivated
Organized
Oversaw
Planned
Prepared
Regulated
Reinforced
Responded
Retained
Reviewed
Scheduled
Set
Supervised
Taught
Trained

Persuasion

Aided
Advertised
Auctioned
Bolstered
Enlisted
Facilitated
Helped
Improved
Led
Maintained
Motivated
Negotiated
Persuaded
Promoted
Purchased
Raised
Recommended
Recruited

Downloading, Installing, and Using CutePDF

Remember, whenever you download free software, you do so at your own risk!

1. Go to www.cutepdf.com
2. Click onto  **Free Download (3.36MB)** under the “PDF Creation” section.

For **MOZILLA FIREFOX** users, click “Save File”

Then, install by opening *CuteWriter.exe* in your Downloads.

If you get a security warning, click “Ok.”

On the next screen, click “Run.”

For **INTERNET EXPLORER** users, click “Save” and specify where you want to save the file.

When the download is complete, click “Run” to install.

If you get a security warning, click “Run.”

3. Follow the Setup Wizard instructions to install.

You can decline the ASK.COM toolbar by unselecting the checked boxes on the Ask.Com screen.

You will be prompted to download/install a “S2PDF Converter.” Click “Yes.”

After installation, you’ll get a screen of instructions for how to use CutePDF; we suggest printing those general instructions for future reference, although there are some specific instructions below.

Converting Transcripts and Activity Charts into a PDF file

Transcripts

1. Using **Internet Explorer** access your unofficial Lane Community College transcript in MyLane
 - Log into MyLane
 - Click “My Enrollment”
 - Click “Unofficial Academic Transcript”
 - Click “Submit” and this will bring up your Lane transcript.
2. Click on “**File**” at the top left-hand side of the web browser and select “**Print Preview.**”
3. In the dropbox that says “As laid out on screen”, select “**Only the Selected Frame.**”
4. Select the Print Icon on the upper left of the screen
5. Select **CutePDF Writer as the Printer**
6. Click “**Ok or Print**”
7. **Save the file** in with desired file name onto the **desktop** or your **Flashdrive**.
8. Please **view** saved transcript to ensure all pages loaded correctly.

Activities Chart from OSAC to Lane Foundation scholarship application

1. Go to www.Oregonstudentaid.gov and log in
2. Scroll down to Display/Print PDF and select
3. Go to file and select CutePDF Writer as the Printer
4. Go to Pages and select page 3(Activity Chart)
5. Click “Ok” and you will get a “Save As” dialog box used for saving your new PDF file. Specify where you want to save this file, enter a file name (.pdf), then click “Save.”
6. Go to that folder to find your PDF file!
7. Log into your Lane Foundation application, go to **UPLOAD** documents and follow directions

02/2012