



The Hungerford Family Foundation, Inc.

4151 Pelicans Nest Drive
Bonita Springs, FL 34134-7924
609-636-0544

GUIDELINES FOR SCHOLARSHIP REFERENCE

Applicant: Provide the following information:

Name:

Telephone:

Email:

Address:

Deadline: date by which the reference letter is requested to be finished:

Reference Provider: The Hungerford Family Foundation, Inc. appreciates your willingness to provide a personal reference on behalf of the foregoing applicant. Your reference will play an important role in determining whether the Applicant will be awarded a scholarship by the Foundation.

Type or print the following information on your professional or personal letterhead. Return your reference letter to the Applicant **in a sealed envelope** by the **deadline set forth above** so that he/she can place it in the hands of the Foundation no later than March 31. The Applicant's failure to meet the March 31 deadline will preclude Foundation consideration of his/her application.

Include as much of the following as possible in your reference letter:

1. How long and how have you known the Applicant (e.g., friend of the family, teacher, etc.)?
2. Does the Applicant have a strong work ethic?
3. Does the Applicant embrace stretch goals?
4. Has the Applicant demonstrated strength of character and, if so, how?
5. Does the Applicant volunteer to help others and, if so, how?
6. Does the Applicant engage in extracurricular activities and, if so, what are they?
7. Is the Applicant a leader and, if so, how has he/she undertaken a leadership role?
8. What are the Applicant's particular strengths and weaknesses?
9. What other information could you share about the Applicant that you think qualifies him/her for a scholarship from the Foundation?

In addition to the foregoing, please provide your name, organization and title (if appropriate) in not included on your letterhead, address if not on your letterhead, phone number if not on your letterhead, and email.