



2016 ACADEMIC RECOGNITION AWARD APPLICATION INSTRUCTIONS

Big Brothers Big Sisters of NYC values academic excellence, community leadership and good sportsmanship. Our annual Academic Recognition Award recognizes and honors the outstanding academic achievements, both in and out of the classroom, of a select group of Little Brothers and Sisters. These youth have shown academic drive, improvement, and accomplishments during the school year.

In order to be considered, you will need to submit an application to Big Brothers Big Sisters of NYC. This is a competitive process. All applications will be reviewed by our Awards Committee.

What needs to be included in your application?

- 1) A typed essay written by the student (see page 3).
 - a. All drafts of essays should be submitted to Jordan Joseph (jjoseph@bigsnyc.org) by Monday, March 7th (**Strongly Recommended**)
- 2) An academic letter of recommendation from someone at your school (see page 6)
- 3) A letter of recommendation from your Big (see page 7)
- 4) Your most recent transcript – ask your school for a copy
- 5) Your most recent report card – ask your school for a copy

Please carefully read over all instructions. **A complete application must be submitted to the address listed below no later than Friday, April 1, 2016.** Your application can also be scanned and emailed to jjoseph@bigsnyc.org. Late applications will not be reviewed.

Academic Achievement Awards Committee
Big Brothers Big Sisters of NYC
40 Rector Street, 11th Floor
New York, NY 10006
Attention: Jordan Joseph

Winners will be contacted by BBBS of NYC by Friday, May 13th and invited to attend an award presentation ceremony held in June. The ceremony will include a keynote speaker, award presentations and food. More details to follow. Award winners will receive award plaques.

If you have any questions, please contact Jordan Joseph at jjoseph@bigsnyc.org. Good luck!



Elementary School Awards

1) Academic Excellence

to be awarded: 5

- a) Displays steady excellence in a specific subject:
 - Math Titan
 - Star Reader
 - *Writing Wizard
 - Science Explorer
 - *Emerging Artist
- b) Maintains 3's & 4's in one or more of these subjects

*For Littles interested in the Emerging Artist or Writing Wizard please submit a picture of you and your artwork or a piece of writing that you have worked on in school/spare time.



2016 Academic Recognition Awards!

Attention: Elementary School Littles (1st - 5th Grade)

In order for us to pick our winners, we want to get to know you a little better. This is your chance to tell us who you are and why you should be considered for this award. Please submit an essay telling us all about you, and be sure to include answers to the questions below. Ask your parent or Big to help you, if you have any questions!

- 1) Tell us about yourself - name, age, school, grade, what you want to be when you grow up
- 2) What do you do at school to show that you are a good role model for your classmates?
- 3) Why is it important to work hard in school?
- 4) What is your favorite thing to learn about and why?
- 5) Why do you think you should win?

All Essay draft submitted to jjoseph@bigsnyc.org by Monday, March 7, 2016 and will be returned with comments by March 16, 2016. Final Drafts must be submitted by April 1, 2016.



2016 Academic Recognition Awards

Instructions for Letters of Recommendations

Big Brothers Big Sisters of NYC requires **TWO** letters of recommendation as part of your Academic Recognition Awards application. These letters are a key component of your application and must be included.

One letter needs to be written by a school official. This person can be a teacher, guidance counselor or sports coach and should be familiar with your academic performance. It is your job to ask this person to write a letter of recommendation for you. Follow these steps to start the process:

- ❑ This person should be familiar with your academic performance and have a good understanding of you and your strengths
- ❑ Perhaps most important, pick someone who will be enthusiastic about writing the letter for you
- ❑ It will take some time for them to write the letter so be sure to ask them right away and give them the blue or pink colored instructional sheet.

The second letter needs to be written by your Big Brother/Sister.

Applications are due to Big Brothers Big Sisters of NYC no later than Friday, April 1, 2016 so please make sure they return your letter to you ahead of time.

How to get the best recommendations

Even though they know you well, it's a good idea to take some time to speak with them. Make it easy for them to give positive, detailed information about your academic achievements and your potential by refreshing their memory.

Here's how:

- ❑ Talk to them about your class participation
- ❑ Remind them of specific work or projects you're proud of
- ❑ Tell them what you learned in class
- ❑ Mention any challenges you overcame
- ❑ Give them the information they need to provide specific examples of your work
- ❑ Talk about your accomplishments, hobbies and plans for college and the future
- ❑ If you need to discuss part of your transcript, for example a low grade in a particular class, do so. Explain why you had difficulty and discuss how you have changed and improved since then.

Final tips

The following advice is easy to follow and can really pay-off:

- ▣ Make sure your references know the deadline. Applications are due to BBBS of NYC no later than Friday, April 1, 2016 so you will need them to send you this letter ahead of time.
- ▣ Follow up with your references a week or so before the letters of recommendations are due to make sure your letters have been sent back to you
- ▣ Write thank-you notes. Let them know how much you appreciate their support.



2016 Academic Recognition Awards

Letter of Recommendation Instructions for School Official

Big Brothers Big Sisters of NYC values academic excellence and good sportsmanship. Our annual Academic Recognition Awards Ceremony recognizes and honors the outstanding academic achievements, both in and out of the classroom, of a select group of Little Brothers/Sisters. These youth have shown academic drive, improvement, and accomplishments during the school year.

Letters of recommendation are a key component of the youth's application. You are being asked to write a one page letter of recommendation on his/her behalf. This letter should describe his/her skills, accomplishments and personality.

Things to include in your letter:

- ❑ Your name (first and last)
- ❑ Youth's name (first and last)
- ❑ How well do you know the applicant and in what context?
- ❑ What words come to mind when you describe this applicant?
- ❑ What do you feel is this youth's greatest strength?
- ❑ In what areas has she/he improved academically this school year?
- ❑ What characteristics does the applicant display that make him/her stand out amongst his/her peers?
- ❑ Please include whatever you feel is important about this applicant, such as a description of academic and/or personal characteristics you have witnessed.

Selection of the Academic Recognition Awards will be based on the contents of the nomination application submitted by the youth. **Nomination applications are due to Big Brothers Big of NYC no later than Friday, April 1, 2016 so please return your letter to the your student ahead of time.**

For more information on Big Brothers Big Sisters of NYC or our Education programs please contact jjoseph@bigsnyc.org or visit our website <http://www.bigsnyc.org/Education>



2016 Academic Recognition Awards

Letter of Recommendation Instructions for Bigs

Big Brothers Big Sisters of NYC values academic excellence and good sportsmanship. Our annual Academic Recognition Award Ceremony recognizes and honors the outstanding academic achievements, both in and out of the classroom, of a select group of Little Brothers/Sisters. Volunteers play a huge part in helping our Littles achievement. These youth have shown academic drive, improvement, and accomplishments during the school year. We thank and appreciate your assistance in helping Littles achieve academic success.

Letters of recommendation are a key component of the youth's application. You are being asked to write a one page letter of recommendation on his/her behalf. This letter should describe his/her skills, accomplishments and personality.

Things to include in your letter:

- ❑ Your name (first and last)
- ❑ Youth's name (first and last)
- ❑ How well do you know the applicant and in what context?
- ❑ What words come to mind when you describe this applicant?
- ❑ What do you feel is this youth's greatest strength?
- ❑ In what areas has she/he improved academically this school year?
- ❑ What characteristics does the applicant display that make him/her stand out amongst his/her peers?
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Selection of the Academic Recognition Awards will be based on the contents of the application submitted by the youth. **Applications are due to Big Brothers Big Sisters of NYC no later than Friday, April 1, 2016 so please return your letter to your little ahead of time.**

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