

*Students: Please request your recommendation 2-3 weeks before you need the reference and consider sending a thank you note to the writer.*

## REQUEST FOR A LETTER OF RECOMMENDATION

1. From (Student's Name):
2. To Recommendation Writer:
3. Today's date:
4. Date Recommendation is due:
5. Action Required:
  - Look for an email from [baraboocommunityscholarships@gmail.com](mailto:baraboocommunityscholarships@gmail.com) to complete the reference letter online.
  - Email [barabooscholarships@gmail.com](mailto:barabooscholarships@gmail.com) with the STUDENT'S NAME in the subject line
  - Mail a written Letter to: Baraboo Community Scholarship Corporation Attn: STUDENT'S NAME/Reference PO Box 380 Baraboo WI 53913-0380
6. Scholastic performance:
  - Grade Point Average:
  - Special Scholastic Honors (i.e. National Honor Society, Honor Roll, Most Outstanding Student, etc.)?
  - Particular subject areas in which you excel?
7. Extracurricular Performance:
  - Athletic Achievements:
  - Special athletic recognition/leadership positions:
  - Other extracurricular achievements: (band, choir, drama, SADD, FBLA, Hero, VICA, FFA, FHA, etc.) Leadership positions, special accomplishments, etc.):
8. Community involvement : Clubs, civic organizations, religious affiliations that might suggest responsibility, organization skills, leadership positions, etc.:
9. Special accomplishments or awards/unique interests/hobbies:
10. Work experiences: positions held, length of employment, time frame (i.e.: during school year, summer, etc.):
11. Family background or situation/need for recommendation, scholarship, reference, etc. Why is this recommendation important to you?
12. Career choice/plans: