OUTSTANDING STUDENT MOTHER
$1,000 SCHOLARSHIP APPLICATION - Spring 2012

WHO CAN APPLY?
All undergraduate student mothers of minor children who are currently enrolled for Spring 2012 in at least 12 hours are eligible to apply for this recognition and $1,000 scholarship.

RECOGNITION
The recipient will be recognized at the Sooner Parents business meeting that coincides with Mom’s Day Weekend.

APPLICATION MATERIALS:
PAGE 1 & 2: Campus Recognition Form [CRF] as outlined in the attached sample and guidelines;
  PAGE 1 should contain only the required personal information at the top, education and grade information, family contact information, hometown newspaper, employment/internship experience, and honor statement.
  PAGE 2 should include ONLY your campus activities listed by each year, community involvement action statements listed by each year, and your honors, awards, and scholarships earned.

PAGE 3: ESSAY - Respond to the following question on one sheet (single-spaced).
How has motherhood impacted your educational experience at the University of Oklahoma?

PAGE 4: LETTER OF RECOMMENDATION: You must submit one letter of recommendation from a university source OR from a non-university source (may exceed one page).

PAGE 5+: An unofficial copy of your transcript(s) (may exceed one page).
If you are a transfer student, be sure to include transcripts from your other institution if the grades are not included in your OU transcript.

OPTIMAL RESUME
It is recommended that students utilize the OPTIMAL RESUME program available on the Career Services Web site at www.hiresooner.com for creating pages 1-2. Optimal Resume will allow you to enter your application information and keep it on file for future access for campus recognition forms or to alter the information for professional resumes. However, if you choose to create your own application document via a wordprocessing program instead of the Optimal Resume program, you must follow the exact format as provided in the attached sample. Detailed instructions for utilizing the Optimal Resume program for completing the CRF portion of the application may be found on the third page of this application packet. When using Optimal Resume to complete this application, you should input your information using the “Campus Recognition Form” format, NOT one of the professional resume formats available at the site. However, one of the professional resume formats should be used when applying for employment or special academic programs on campus.

Applications should be printed in black ink only on plain white paper.
ALL COPIES SHOULD BE COLLATED and STAPLED.

Return two (2) complete copies of your application to STUDENT LIFE, OKLAHOMA MEMORIAL UNION 370 by 4:00 p.m. Tuesday, February 14, 2012

Questions concerning this application? Contact: Dr. Becky Barker at 325-4020 or rreed@ou.edu
Sooner Parents/Leadership Development and Volunteerism, 900 Asp Ave, Oklahoma Memorial Union, Room 253, Norman, OK 73019
APPLICATION FORMAT

NAME OF AWARD YOU ARE APPLYING FOR
Joe A. Doe

Permanant Address
123 Lake Street
Happytown, OK 73072

Current Address
101 Sooner Street
Norman, OK 73019

EDUCATION
University of Oklahoma
Michael F. Price College of Business
Management Major, Spanish Minor
Cumulative Grade Point Average: 3.71
Anticipated Graduation Month/Year: May 2009

Other Institutions Attended:
East Central University - Ada, Oklahoma
9 hours, 4.0 GPA

ADDITIONAL INFORMATION
John & June Doe
125 Lake Street
Happytown, OK 73072
(405) 321-4321
jdoe@younameit.com

Hometown Newspaper: Happytown News

Name, as you want it to appear on award if selected: Joe A. Doe

Student ID #: 112112222
Gender: Male

Credit Hours Earned: 118
Number of Hours Currently Enrolled: 12

EMPLOYMENT/INTERNSHIPS
May, 200X - May, 200X
Sonic Drive-In, Happytown, OK
Part-time Carhop

May, 200X - Aug., 200X
Camp Longhorn, Burnet, TX
Camp Counselor

May, 200X - Aug., 200X
Hallmark, Inc., Kansas City, MO
Marketing Intern

APPLICANT HONOR STATEMENT
"To the best of my knowledge, the information provided in this
application packet is truthful and accurate."

Signed

ACTIVITIES
Freshman Year:
• President's Community Scholars
• Walker 12 Floor President
• Homecoming Volunteer with High School Bands
• University Sing and Sooner Scandals Participant
• Entrepreneurs Club Member

Sophomore Year:
• Crimson Pride Member
• OU Cousins Member
• Homecoming Executive Committee - Spirit Chair
• Dance Marathon Recruitment Coordinator
• Entrepreneurs Club Treasurer

Junior Year
• Crimson Pride Prince
• OU Cousins Member
• Homecoming Executive Committee - Female Chair
• Camp Crimson Counselor
• Dance Marathon Chair
• Entrepreneurs Club President

Senior Year
• Crimson Pride President
• OU Cousins Member
• Homecoming Chair
• Seniors Club Member
• Camp Crimson Counselor

COMMUNITY INVOLVEMENT
Freshman Year:
• Spent three weekends constructing homes for Habitat for
  Humanity, November 200X
• Participated in Big Event, March 200X

Sophomore Year:
• Prepared meals for the elderly with Meals on Wheels,
  September- November 200X
• Volunteered as a Tuesday Tutor at McKinley Elementary,
  September 200X-May 200X
• Served as a Site Manager (Feed the Children) for Big
  Event, March 200X

Junior Year
• Collected children's books for Reading is Fundamental,
  January 200X
• Served as Big Event Chair, March 200X

Senior Year
• Volunteer as Big Sister for Cleveland County Big
  Brothers/Big Sisters, August 200X-Present

HONORS, AWARDS, & SCHOLARSHIPS
• Alpha Lambda Delta National Honor Society
• P.A.C.E. Award recognition top 1% of students in
  freshman class
• President's Community Scholars
• President's Award for Outstanding Freshmen

PAGES 1 & 2: FOLLOW THE FORMAT ABOVE.
You should not use multiple columns to list activities/honors/etc. Do not use fonts smaller than 9.0.

PAGE 3: ESSAY - Respond to the following question on one sheet (single-spaced).

How has motherhood impacted your educational experience at the University of Oklahoma?

PAGE 4: LETTER OF RECOMMENDATION: You must submit one letter of recommendation from a
university source OR from a non-university source (may exceed one page).

PAGE 5+: An unofficial copy of your transcript(s) (may exceed one page).
If you are a transfer student, be sure to include transcripts from your other institution if needed.

RETURN 2 COPIES (collated and stapled)
TO STUDENT LIFE, OMU 370.

The application deadline is 4:00 p.m.
on Tuesday, February 14, 2012.
Applications will not be accepted after the deadline.
Step-by-Step Instructions for Campus Recognition Form in Optimal Resume

www.hiresooner.com

1) Go to www.hiresooner.com and click on the Student tab in the top left corner, which will take you to the student homepage. Once there, you can select “Services/Resources” under “Getting Started” in the left-hand column. If you scroll down the page, you can select Optimal Resume.

2) You will see a login page where you must login with your 4x4 and password to verify you are a currently enrolled OU student. After logging in, an Optimal Resume icon will appear, click the icon to access.

3) Once in Optimal Resume, click on “Create New Account” (if you already have an account with Optimal Resume, you can skip this step and go straight to step 4) make sure your pop up blocker is not on while in Optimal Resume. You will need to enter the OU passcode, which is sooner. You will then create your user profile, which is where you will complete your account and education section. Follow directions as instructed.

4) After you complete your account and education information, select “Create a New Resume”. Enter a name for your résumé and select “Start Resume”.

5) The “Browse Samples” box will appear, click “Continue”. Select Campus Recognition Form in the “Categories” box. A completed sample CRF will be viewable in the sample box below the “Categories” box. Click on the CRF sample and then click on “Use This Resume” at the top of the page.

6) Click on the Education section within the résumé template. Select “Save” once you have added all of your education information.

7) Click on the Additional Information section within the résumé template. “Save” once you have added all of your information.

8) Click on the Employment/Internships section within the résumé template. After you fill out the employer information, you can add additional information regarding your projects, tasks, responsibilities, etc. by adding bullet point descriptions. To do this, you can select the bullet points in the tool bar box. Select “Save” once you have added all of your jobs.

9) Once in the Applicant Honor Statement section, read statement carefully and sign once you print out your Campus Recognition Form to turn in.

10) Click on the Activities section within the résumé template. You may click on “Section Examples” located at the bottom on the right hand side under “Tools” if you are having trouble with preparing this section. Only include activities from your college experience. List your information for each year in college, beginning with your freshman year.

11) Click on the Community Involvement section within the résumé template. List your information for each year in college, beginning with your freshman year.

12) Click on the Honors, Awards, & Scholarships section within the résumé template. List your information for each year in college, beginning with your freshman year.

13) Once you have completed your CRF in Optimal Resume, you can preview your CRF by clicking on “Print Preview” at the top of the résumé. When you are satisfied with your CRF, click “Back to Builder” in the upper left hand corner.

14) After reviewing your résumé and using the “Spell Check” option in the column to the right, click on “Download” at the top of the résumé and select “Microsoft Word Compatible.” Once you are in Word, you can manipulate your margins; fix your format, etc. Make sure that you save your CRF in Word once your editing is complete.

15) Please insert the name of the award you are applying for as well as the semester and year at the top of the page.

IMPORTANT: YOU MUST SUBMIT THE FORMAT AS OUTLINED ON THE SAMPLE. THIS MAY REQUIRE YOU TO PICK AND CHOOSE THE ACTIVITIES AND COMMUNITY INVOLVEMENT THAT HAVE BEEN MOST SIGNIFICANT TO YOU.