



Taconic Hills

**Dollars for
Scholars.**

Student Instructions: How to Do A Reference Form

Students,

We require two (2) references. One is Academic and one is from a Community Member. Use the correct form for each situation.

1. **Academic:** This is a Teacher or Professor that you have had for a class and can speak to your academic efforts.
2. **Community Reference.** This should NOT be a teacher or Professor. It should NOT be a family member. You may use a neighbor, work supervisor, someone you volunteer for, a clergy, a Club Leader such as 4H, Scout Master etc. You may use a Coach ONLY if the Coach is NOT a Teacher/Regular School Employee. If you are unsure if a person can be used, email us so we can assist you at taconichillsdfs@outlook.com. Exceptions can be made in certain situations, but you must have our prior approval.
3. **Use the correct form for each!**

How to do it.

1. Do it early. Do NOT wait until a few days before our Deadline. Ask for their permission. Talk with them before giving them a form. Get their agreement to do it.
2. Do NOT wait until the last minute. It is unfair to them and they will not have the time to give you a well thought out reference.
3. Fill out the top of the Reference Form including Name, Reference Type, Intended Career, College and type of program.
4. Give them the Reference Form (with the top filled out), a copy of the Student Reference Form Instructions, and an envelope to put it into. Put your name on the front of the envelope. No stamps: You will pick it up!!!
5. Remind them of the deadline. Set a time well before the deadline so that you can pick it up from them. Their instructions are on the form.
6. Be sure they have sealed it and signed their name across the seal. It is confidential and you should not see it.
7. **Do NOT have them mail it to you, to the School or Taconic Hills DFS. Pick it up from them. YOU are to place it into the locked box.**

Note: Remind them as needed. If they are unable to do it before the deadline, ask someone else. It is YOUR responsibility to have it done and handed in. Failure to hand in both references will make you INELIGIBLE for a THDFS Scholarship.

Due Date: The Essay and both References must be placed into the THDFS locked box in the Guidance Office by March 3, 2023 at 4pm.