



Instructions for Persons Writing About the Student's Community Service and Leadership Activities (Recommender)

RECOMMENDER

Thank you for your willingness to assist a student (Nominee) with the Gates Millennium Scholars (GMS) application process. You will play a major role in this process. Before you begin writing about the student's community service and leadership activities (Recommender Form), please make sure that the student has correctly identified you as person that can write about his/her community service and leadership activities. If you have agreed to write about the student's community service and leadership activities (Recommender) and you are an educator familiar with his/her academic record, you may also serve as the student's Nominator. GMS accepts evaluations of the student's community service and leadership activities (Recommender Form) from individuals only. Evaluations of the student's community service and leadership activities (Recommender Form) from organizations or educational institutions will not be accepted.

If you do not feel that you are qualified to write about the student's community service and leadership activities, please instruct the student to select another person to write about his/her community service and leadership activities. The student's application will be rendered incomplete if an evaluation of his/her community service and leadership activities (Recommender Form) is not submitted to GMS on or before the deadline. **Complete applications must be submitted online by Wednesday, January 11, 2012 at 11:59 p.m. EST or postmarked on or before January 11, 2012.** You can submit your complete evaluation of the student's community service and leadership activities (Recommender Form) online or by mail. You do not have

to submit your form in the same manner as the student or the individual writing about the student's academic record (Nominator) however, it must be submitted by the deadline.

Once you have determined that you are qualified to write about the student's community service and leadership activities (Recommender), we strongly urge you to file your form electronically by clicking the tab "Recommender Form Login" at the top of the page on the GMS website (www.gmsp.org). The web-based application has features to guide you in filling out your evaluation of the student's community service and leadership activities (Recommender Form) correctly and completely. This will ensure that your submission is not missing any important information. If you file the form electronically, please do not mail in a duplicate form.

If you choose to fill out the paper version of the community service and leadership evaluation (Recommender Form), please ensure the student's registration identification number is entered on the form. The student's registration identification number is the student's five digit zip code and the last four digits of the student's phone number. For example if the student's five digit zip code is 99999 and the student's phone number is 703-555-1234, then the student's registration identification number would be 99999-1234. Please encourage the student to select one telephone number to use for his/her student registration identification number to prevent any possible confusion.

If you choose to fill out the paper version of the student's community service and leadership activities evaluation (Recommender Form), please do so by using black or dark blue ink (You may type your answers on the form, if you prefer). Respond to multiple-choice questions by filling in the appropriate fields. **Attachments to the form will not be considered.** Therefore, answers must be printed or typed on the form only. Please write legibly and do not alter the form in any manner.

NOTE THAT ALL FIELDS MARKED WITH AN ASTERISK (*) ARE REQUIRED TO BE COMPLETED, AND FAILURE TO DO SO WILL DISQUALIFY THE STUDENT FROM CONSIDERATION.

Recommender's Personal Information

* **Full Name:** Enter your prefix and full legal name. Spell out your entire last, first and middle names. If your name ends with a suffix, such as Jr., 2nd or III, enter the suffix. Do not spell it out.

* **Occupation/Title:** Enter your occupation/title.

* **Employer:** Enter the name of your employer.

* **Address:** Enter your address. If you have an apartment number, please enter it in the space provided for "APT. NUMBER." If you have a P.O. Box number and the post office does not deliver mail to your address, enter the P.O. Box number in the space provided instead of your street address. Enter your city, state and zip code. If you live outside the United States, enter the name of the country following the city in the blocks designated for city.

E-mail Address: Enter your e-mail address. GMS may contact you via e-mail. Please enter only one address, preferably your personal e-mail address. If you do not have an e-mail address, you may leave the field blank.

Alternate E-mail Address: If you have an alternate e-mail address, please enter it in the space provided.

* **Telephone Number:** Enter your telephone number, including the area code and extension if applicable.

Alternate Telephone Number: Enter an alternate telephone number including the area code extension if applicable.

Recommender's Relationship Information

* **1. Relationship to the Student:** Enter your relationship to the student by filling in the appropriate field. If you select other, please specify your title in the space provided.

* **2. How many years have you known the student?** Fill in the appropriate field.

3. Student's Eligibility Data: Please complete the following two questions by filling in the appropriate field. Indicate whether the student is African American, American Indian/Alaska Native, Asian Pacific Islander American or Hispanic American. While the student may identify with more than one of the categories listed, you must select only one for the form to be processed.

* **Questionnaire:** Please provide answers to the questions four through eight in the spaces provided. It is required to fill in the appropriate box for each item. You may type or print your responses on the form. Use only the space provided; do not use attachments.

* **Signature:** All required fields must be filled in to avoid disqualification. When completing the form online, type your name on the form in the signature box. If completing the paper copy, please sign and date the form.

Your evaluation of the student's community service and leadership activities must be returned to GMS by the deadline date. **Complete applications must be submitted online by Wednesday, January 11, 2012 at 11:59 p.m. EST or postmarked on or before January 11, 2012.** If you submit the Recommender Form online, DO NOT mail a hard copy.