

Bernards Township Public Schools
RIDGE HIGH SCHOOL
GUIDANCE DEPARTMENT

DIRECTIONS FOR SENIOR SUMMER WORKSHEETS

In order to facilitate the college application process, which includes the counselor letter of recommendation, we need your cooperation. This packet of Senior Summer Worksheets consists of the following four forms. The forms are formatted in **Word** and may be completed by placing your cursor in the gray boxes. The completed printed packet is due to your counselor **within the first ten days of school in September**:

1. Senior Self-Description Sheet
2. Parent Brag Sheet
3. Finalized College List
4. Transcript Release Form
5. Student Activity Resume (to be done in a separate Word document)

- ❑ **Senior Self-Description Sheet** is to be filled out completely by you, the student. Give this form a great deal of thought. The information provided will assist your counselor when writing your letter of recommendation, making it a highly individualized letter.
- ❑ **Parent Brag Sheet** is for your parent / guardian to complete. The information provided will give added depth to your letter of recommendation.
- ❑ **Finalized College List** should be filled in as completely as possible (even if the summer brings additional changes to the “final” list of schools to which you are applying). This is a tool to assist both you and your counselor in ensuring that a true range of schools has been achieved in this application process and in meeting all application deadlines in an organized fashion.
- ❑ **Transcript Release Form** must be signed by parent and student under 18 years old (students 18 and older do not require parent signature). One release form will be used for all transcript requests.
- ❑ We have included three samples of **Student Activity Resumes**, each with a different format. Follow any one of these Student Activity Resume models, adapting it to your own particular needs. **Remember, you are responsible for submitting a Student Activity Resume to your counselor and to each college / university where you submit an application.**

In order for the college application process to operate smoothly, you must fill out the worksheets in this packet accurately and completely. Feel free to use additional space as needed. Return completed forms to your counselor **within the first ten days of school in September** and **make an appointment with your counselor to discuss the content.**

***NO APPLICATION/TRANSCRIPT REQUEST WILL BE PROCESSED
UNTIL THIS PACKET IS SUBMITTED!!***

**Bernards Township Public Schools
RIDGE HIGH SCHOOL
GUIDANCE DEPARTMENT
SENIOR SELF-DESCRIPTION SHEET**

STUDENT'S NAME:

COUNSELOR:

The Person

1. Four adjectives that describe me are:

1.

2.

3.

4.

2. The most important of these adjectives is because

3. In my spare time I like to

4. My greatest personal strength(s) is / are

5. The area(s) I would most like to improve or change is / are

6. Something I would like my counselor to know about me that he / she might not be aware of is

7. I am fluent in the following language(s) , ,

The Student

1. As a student, I would describe myself as

2. How would your teachers describe you?

**3. The subject(s) / area(s) I have most enjoyed during high school is / are because
and least because**

4. My intended college major/area(s) of interest is/are

5. My ultimate career goal is

6. Do your transcript (grades and course selections) and standardized test scores (SATs ACTs etc.) accurately reflect your academic abilities? Is there anything in your academic record that you would like to explain to a College Admission Officer?

Activities

1. What extra curricular activity has been the most important to you? Why?
2. What job experience has been particularly meaningful to you? Why?
3. What community service have you performed?

How has this service impacted your life?

RECOGNIZING THE EFFECTS OF OUTSIDE INFLUENCES

1. Special circumstances that may have affected (positively or negatively) your personal or academic growth (i.e. and extended illness, a specific situation within your family, teacher, etc.) are:
2. Describe the person, idea, or experience that has had the greatest impact upon you and your life thus far. How are you different as a result?
3. Describe some special interest, talent, experience, or achievement that you would like colleges to know about:
4. Is there anything else you would like a College Admission Officer to know about you?

**Bernards Township Public Schools
RIDGE HIGH SCHOOL
GUIDANCE DEPARTMENT
PARENT “BRAG SHEET”**

**STUDENT’S NAME:
COUNSELOR:**

1. What do you consider the outstanding accomplishment(s) of your child during the past three or four years? Why did you select this/these as most important?

2. In what areas has your child shown the most development and growth during the past three or four years?

3. If you had to describe your son / daughter in five adjectives, what would they be? Please include examples/anecdotes for each trait you list.

4. Are there any unusual or personal circumstances that have affected your child's educational or personal experiences?

5. Is there anything else you would like a College Admission Officer to know about your child?

TIPS FOR PREPARING YOUR ACTIVITY RESUME

1. One – two pages in length (not to exceed three pages)
2. Label each page with **Your Name** and **Ridge High School** in the top corner
3. Six major sections (presented in this order)
 - a. **Extracurricular activities** (list in order of their importance to you)
 - b. **Honors and awards** (reverse chronological order, begin with most recent first)
 - c. **Community Service** (reverse chronological order, begin with most recent first)
 - d. **Summer Experiences** (list four summers, starting with summer before Grade 12 and ending with that before Grade 9)
 - e. **Employment and Internships** (reverse chronological order, begin with most recent; if earnings, indicate how much and what you did with it)
 - f. **Hobbies and Interests** (list in order of their importance to you)
4. Include **School Years** of participation as Grades 9, 10, 11, 12
5. Include Details – **Descriptions, responsibilities, positions and honors**
6. Include Time – **Hours/week, Weeks/year** (School year = 40 weeks, Summer = 12 weeks, Sports Season = 15 weeks)
7. Include footnotes to explain any “raised eyebrows”
8. Prepare separate resume for athletic/musical/forensics, etc.
9. See attached SAMPLES

SAMPLE STUDENT ACTIVITY RESUME #1

John Smith
Ridge High School

Extracurricular Activities	School Years	Hrs-Wk/ Wks-Yr	Positions/Honors
Junior Classical League/Latin Club	9,10,11,12	1/20	Secretary (9,10,11); Vice President (12)
Church Youth Group	9,10,11,12	2/40	Member (9,10,11,12); Youth Council (12)
Orchestra	9,10,11,12	4/40	Member – First Violin (9,10,11,12)
Ridge Peer Organization	9,10,11,12	1/20	Member

Community Service	School Years	Hrs-Wk/ Wks-Yr	Positions/Responsibilities
Church Board of Deacons	11,12	3/8	Youth representative; serve as liaison between youth group and Board of Deacons
Relay for Life	9,10,11,12	14/1	Raise money for cancer research at an overnight event
Tutoring	9,10,11,12	1/15	Tutor in Latin, Chemistry, Physics

Honors, Awards, and Contests Presented by:	School Years	Honors/Descriptions
National Latin Exam	9,10,11	Achieved summa cum laude all four years.
College Board	11	AP Scholar with Honor
Ridge High School	10	Bronze Community Service Award – 100 hours

Employment	School Years	Hrs-Wk/ Wks-Yr	Positions/Descriptions
Basking Ridge Engineering Development Corporation	11, 12	11/45	Laboratory technician
Pet Sitting, Dog Walking	9,10,11,12	5/5	Cared for neighbor's pets; earned \$40 per job (savings)

Summer Experiences	Summer	Hrs-Wk/ Wks-Yr	Positions/Responsibilities
Cornell University Summer College – Introduction to Engineering	2006	45/3	Took ASC Introduction to Aeronautical Engineering; Grade Earned: A+
Appalachia Service Project	2004, 2005, 2006	40/1	Volunteer to make homes warmer, safer, and drier in poverty-stricken areas of Appalachia

Hobbies and Interests	School Years	Hrs-Wk/ Wks-Yr	Description
Tae Kwon Do	9,10,11,12	4/40	Martial Arts student; Instructional
Photography	9,10,11,12	6/45	Take 35mm, black and white and color pictures; develop own film

SAMPLE STUDENT ACTIVITY RESUME #2

John Smith
123 Main Street
Any Town, USA 12345
(123) 456-7890
youremail@address.com

COMMUNITY SERVICE

- ❑ Volunteer, Fellowship Village, Basking Ridge, NJ (2000 – 2003)
Monitored the elderly, ran courses / activities, and played flute with two friends during their leisure.
- ❑ Tutor Freshmen and Sophomore students for NHS (2004)

WORK EXPERIENCE

- ❑ Warren Photo & Art Gallery, Warren, NJ (1998-2004)
Developed managerial skills: worked in the dark room and learned how to develop films manually.
- ❑ Private Tutor (2002 – Present)
Taught 8th grader and freshman students SAT I Math and SAT II Math IC.
- ❑ Art & Photo, New Providence, NJ (2003 – Present)
Developed managerial skills and worked as a professional photographer for family Portraits.

EXTRACURRICULAR ACTIVITIES

- ❑ Forensics Events Leader & Freshmen Mentor (2001 – Present)
- ❑ Church Youth Group President (2002 – Present)
- ❑ Student Government – Senator (2001 – 2003, 2004 – 2005)
- ❑ Academic League Secretary (2002 – Present)
- ❑ Chemistry League I & II (2002 – 2004)
- ❑ Junior Varsity Tennis (2001 – 2003)
- ❑ Ridge Peer Organization, mentor for Challenge Day (2001 – Present)
- ❑ Participant in the National Young Leader's Conference (2003)

HONORS / AWARDS

- ❑ Nationally Commended Student (2004)
- ❑ Participant of NJML, AMC 10 (2003)
- ❑ Inducted, National Honor Society (2004)
- ❑ Participant of NJML, AMC 12, and AIME (2004)
- ❑ USAMTS Bronze Medallist (2003, 2004)
- ❑ Forensics – Honor of merit (2002), honor (2003), excellence (2003), distinction (2003)

SAMPLE STUDENT ACTIVITY RESUME #3

Jane Smith

123 Main Street

Any Town, USA 12345

Academic Honors and Recognitions

Ridge HS Honor Roll (9, 10, 11, 12)
Certificate of Honorable Merit in The National Latin Exam (11)

(123) 456-7890

youremail@address.com

Extracurricular and Personal Activities

Activity	Grade Levels	Time Spent		Position
		Hrs / Wk	Wk / Yr	
Field Hockey	9,10, 11, 12	21	25	Defense
Lacrosse	9, 10, 11, 12	21	12	Defense
Orchestra	9	13	37	Violin
Ski Club	9,10,11,12	10	5	Member
Latin Club	9,10, 11, 12	1	19	Member
PUSH – Prevention Using Student Help	11,12	1.5	3	Member
Junior Fashion Show	11	6	2	Model
Senior High Fellowship	9,10,11,12	2	38	Member

Volunteer Work

Activity	Grade Levels	Time Spent		Position	Activity
		Hrs / Wk	Wk / Yr		
Mission Trip	10,11	192	1	Builder	Repaired homes for the less fortunate
Relay for Life	10,11	3	6	Fundraiser	American Cancer Society

Summer and Work Experience

Experience	Employer	Date	Hours / Week
Babysitting	Families in Town	9/01 – Present	4 Hours
Office Assistant (Phones, filing, copying)	The Hurley Agency	5/01 – 8/01	6 Hours
Operating Cash Register	The Soup Shoppe	12/01 – 04/02	9 Hours
Waitress	Fellowship Village Retirement Home	12/03 – 4/04	11 Hours
Mothers Helper / Tutor	Required to watch children and tutor in school subjects	09/04 – 06/05	8 Hours

Bernards Township Public Schools
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 GUIDANCE DEPARTMENT
FINALIZED COLLEGE LIST

STUDENT'S NAME:

College	Application Deadline	Type of Decision <i>(Please check box)</i>				Reach	Target	Safety
		<input type="checkbox"/> Regular	<input type="checkbox"/> Rolling	<input type="checkbox"/> ED	<input type="checkbox"/> EA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Regular	<input type="checkbox"/> Rolling	<input type="checkbox"/> ED	<input type="checkbox"/> EA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Regular	<input type="checkbox"/> Rolling	<input type="checkbox"/> ED	<input type="checkbox"/> EA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Regular	<input type="checkbox"/> Rolling	<input type="checkbox"/> ED	<input type="checkbox"/> EA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Regular	<input type="checkbox"/> Rolling	<input type="checkbox"/> ED	<input type="checkbox"/> EA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Regular	<input type="checkbox"/> Rolling	<input type="checkbox"/> ED	<input type="checkbox"/> EA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Regular	<input type="checkbox"/> Rolling	<input type="checkbox"/> ED	<input type="checkbox"/> EA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Regular	<input type="checkbox"/> Rolling	<input type="checkbox"/> ED	<input type="checkbox"/> EA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Regular	<input type="checkbox"/> Rolling	<input type="checkbox"/> ED	<input type="checkbox"/> EA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Regular	<input type="checkbox"/> Rolling	<input type="checkbox"/> ED	<input type="checkbox"/> EA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Regular	<input type="checkbox"/> Rolling	<input type="checkbox"/> ED	<input type="checkbox"/> EA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Regular	<input type="checkbox"/> Rolling	<input type="checkbox"/> ED	<input type="checkbox"/> EA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Regular	<input type="checkbox"/> Rolling	<input type="checkbox"/> ED	<input type="checkbox"/> EA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Regular	<input type="checkbox"/> Rolling	<input type="checkbox"/> ED	<input type="checkbox"/> EA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REACH SCHOOL = where you appear to have less than the academic profile established through the previously accepted freshman class.
TARGET SCHOOL = where you appear to have the approximate academic profile as established by the freshman class, but acknowledging that one cannot predict the applicant pool in which you are competing this year.
SAFETY SCHOOL = where you seem to surpass easily the academic profile of the freshman class, knowing also that this is a school you would attend.

RIDGE HIGH SCHOOL

PARENT'S RELEASE OF PUPIL RECORDS

Federal and State law forbid release of Pupil Records without permission. Ref.: N.J. Administrative Code #6:3-2.6. states, "Organization, Agencies and Persons from outside the School (shall have access to pupil records) if they have written consent of Parents or Adult (age 18) Pupils."

I give my permission for Ridge High School to release all academic records to colleges, scholarship programs and/or athletic representatives. I understand that transcript requests require ten (10) school days to process.

Student Name

Student e-mail address

Parent's Signature

Adult Pupil's Signature

Date

Parent e-mail address

6/08