**M E M O R A N D U M February 2016**

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**TO:** All Senior High Private, Charter and Home Schools

**FROM:** Diana Venturini, Scholarship Coordinator

 Miami-Dade County Fair and Exposition, Inc.

**SUBJECT: Miami-Dade County Fair and Exposition, Inc. Scholarship Award Program**

Your high school seniors are invited to apply for a $1,000 non-renewable Miami-Dade County Fair and Exposition, Inc. Scholarship. The Fair’s Scholarship Program was created in 1958 to honor youth achievement and their excellence in school and community activities. Because The Fair Scholarship Program managers recognize that staff in your school knows their students well, it is appropriate for them to select your school’s finalist. Enclosed is the scholarship application packet with eligibility requirements and a copy of the instruction form. Please publicize this scholarship opportunity in your school and make applications available to all students.

**RECOMMENDED PROCESS**

* School publicizes the scholarship opportunity in school bulletins and announcements and informs students of where to obtain an application.
* Students return completed application to CAP Advisor or designee.
* A school scholarship committee approved by the principal will read the applications and select one finalist based on the criteria listed in the application instructions.
* The CAP Advisor or designee will submit the finalist application to:

**Miami-Dade County Fair and Exposition, Inc.**

**ATTN: Ms. Diana Venturini**

**10901 SW 24 ST**

**Miami, FL 3165**

* The Fair Scholarship Committee will choose the winning applications.
* The winners will be presented their scholarship award letters at a ceremony at The Fair in April 2016.

Thank you for helping choose students for this award. We appreciate the care and time you give in selecting the appropriate students for this honor. Please keep a count of total application you receive from your students. These statistics assist us in assessing the need to increase scholarships for our students. If you need any further information, please call Ms. Diana Venturini, Scholarship Coordinator at 786-315-5341.