

Jackie Caivano

Memorial Scholarship

2025 Application

Sponsored by:
Salmon-Challis National Forest Employees and Retirees

Scholarship History

The Jackie Caivano Memorial Scholarship is sponsored by Salmon-Challis National Forest employees and retirees. The scholarship program was created in 1998 and was originally called the Salmon-Challis National Forest Employee Scholarship. It was renamed in 2000, to honor long-time Salmon-Challis National Forest employee, Jackie Caivano, who was the Forest Supervisor's Executive Assistant. Jackie passed away suddenly due to an aggressive form of cancer in January 2000. Jackie took great pride in her work and was known for being calm, practical, and supportive. She was trusted and admired by all. This scholarship is to honor Jackie's memory, while recognizing a graduate's excellence, leadership, initiative in academics, community service, and participation in extracurricular activities. 98 scholarships have been awarded since 1998, totaling \$94,500.

Application Instructions

This year the Salmon-Challis National Forest employees will award four \$1,000.00 scholarships, one to each of the four communities (Salmon, Leadore, Challis, and Mackay).

Applicant Eligibility: These scholarships are open to all graduating seniors from one of the four public high schools, charter/private high schools, and home-schooled graduating seniors, or alumni from one of the schools within communities of the Salmon-Challis National Forest that are attending a school of higher education for the first time. To be eligible to receive a scholarship, you must provide your official transcripts from your accredited high school or home school, and you must be attending an accredited college, university, or technical college in the U.S. in the Fall of 2025. In the event you are awarded scholarship funds and are unable to attend an accredited college, university, or technical college in the U.S. in the Fall of 2025, funds must be returned to the Jackie Caivano Committee.

Application Requirements: Applicants are required to complete the attached application package. This includes:

- **Typed** Application, unless you do not have access to a computer.
- Two (2) letters of recommendation. Information regarding the reference is included in the application package. One (1) letter is to be from a professional reference (teacher/school affiliated person), the other from a person in the local community in which the applicant resides.
- Autobiography, as described in the application package. Autobiography will be evaluated on amount of community, work, and school involvement.
- A short essay, as described in the application package. Essays will be evaluated on minimum word count, content, grammar, and spelling.
- Attach **Official** High School or homeschool Transcripts (or proof of GED if you attended a non-accredited high school). Applications will be automatically disqualified if these are not attached.

Selection Criteria: The scholarships will be awarded based on a complete application packet, community service, quality of the autobiography, professional and community references, and quality of the essay.

How to Apply: The application package will be available on the Salmon-Challis National Forest website at <https://www.fs.usda.gov/scnf/>, at the local Ranger District offices, and at the local high school counselor's office in Mackay, Challis, Salmon, and Leadore. Application will only be available online until April 1st, 2025, but will be available to pick up at the Ranger District offices and schools until the April 21st, 2025, deadline.

Photo submission: Winners of the Jackie Caivano Scholarship will have the opportunity to submit a photo to be included in the news release and social media. If you wish to include a photo upon being selected, please fill out and include the attached photo release form.

Deadline: Scholarship application packages **MUST** be submitted to the local high school counselor's office or local Ranger District office on or before April 21st, 2025. Application packages may also be submitted digitally to Janelle Brown at Janelle.brown@usda.gov on or before April 21st, 2025. **No late applications will be considered.** Scholarship winners will be notified on or before May 7th, 2025.

Information: For additional information please contact one of our scholarship liaisons: Abigail White abigail.white@usda.gov (Salmon), Janelle Brown at Janelle.brown@usda.gov (Leadore), Abram Hernandez at Abram.Hernandez@usda.gov (Mackay), and Erica Rhoades at erica.rhoades@usda.gov (Challis).

Recipients of scholarship awards will be notified, and their names released on the Salmon-Challis National Forest Website and social media platforms. Scholarship recipients may also choose to submit a photo to accompany their award announcement. If you wish to submit a photo, please fill out the attached photo release form, complete with a parent/guardian signature if you are under the age of 18.

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Applicant Name: _____

Mailing Address: _____

City, State, Zip: _____

Email Address: _____

Contact Telephone: _____

Accredited College, University or Technical College you will be attending:

Have you been accepted at this College, University, or Technical College for the 2025 Fall semester of school? _____

Major/Degree seeking: _____

Annual Tuition/Fees (or total cost for certification) _____

Are you a high school senior graduating Spring of 2025? _____

- If so, please list the following:
 - Name and Location of High School _____
 - Cumulative GPA: _____

Are you an alumnus from Mackay, Challis, Salmon, or Leadore (or homeschooled in the area) and attending College, University, or Technical College for the first time?

- If so, please complete the following:
 - On a separate paper, please briefly describe why there was a gap in education (150 word minimum).
 - Name of the high school and year you graduated (Or proof of GED if you attended a non-accredited school). _____

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Autobiography

Applicant, please type an autobiography that addresses all the following information. If you have nothing to list in one of the areas, please state it is not applicable.

- 1) Include all your work experience, briefly describing your basic duties (5–10-year history)
- 2) Include all your community involvements and volunteer opportunities.
- 3) List all your school clubs, sports, activities, or other applicable school involvements
- 4) Briefly describe your personal hobbies and what you like to do in your spare time.

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Reference Letter Information

Applicant: Please complete Section 1 and give this form to a **professional reference** (Teacher, Counselor, or Principal), preferably someone who is aware of your achievements.

TO BE COMPLETED BY THE APPLICANT: Date: _____

Name: _____

Address: _____

High School: _____

Proposed Major for College, University, College of Technology: _____

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TO BE COMPLETED BY PROFESSIONAL REFERENCE:

On a separate paper, please write a letter of recommendation, or reference. Please address the following areas of interest:

1. Describe how you know the applicant.
2. The applicant's character and maturity.
3. The applicant's level of initiative, commitment, and responsibility.
4. The applicant's leadership skills, and level of creativity.

Signature of Evaluator

Title

Date

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Reference Letter Information

Applicant: Please complete Section 1 and give this form to a **community member** for reference, preferably someone who is aware of your achievements.

TO BE COMPLETED BY THE APPLICANT: Date: _____

Name: _____

Address: _____

High School: _____

Proposed Major for College, University, College of Technology: _____

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TO BE COMPLETED BY COMMUNITY REFERENCE:

On a separate paper, please write a letter of recommendation, or reference. Please address the following areas of interest:

1. Describe how you know the applicant.
2. The applicant's character and maturity.
3. The applicant's level of initiative, commitment, and responsibility.
4. The applicant's leadership skills, and level of creativity.

Signature of Evaluator

Title

Date

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APPLICANT: On a separate paper, please provide a typed essay, at least one page in length (300 word minimum), answering both the following questions:

1. How has your community service, personal hobbies, work experience, or extra-curricular activities prepared you for college or technical school?
2. How has your experiences with your community service, personal hobbies, work experience, or extra-curricular activities prepared you for becoming an engaged future community member and leader?



Photo Release Form

Today's Date _____
(mm/dd/yyyy)

Unit _____
(National Forest or Unit Name)

Filename(s) _____
Description-ForestName-NumberSequence

I hereby give my consent to the USDA Forest Service for the free and unrestricted use of my still image(s). By signing below, I am aware that if used, they will be in the public domain and may appear on video, web, or printed media.

Name _____
Full Printed Name

If the above person is a minor, a parent or guardian must complete the section below. If the above person is not a minor, they must complete the section below.

Parent/Guardian _____
(if applicable) Printed Name

Phone _____
(000) 000-0000

Email _____

Signature _____