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- Must be a CIRI original enrollee or a direct lineal descendant
- Must be a high school graduate or GED recipient attending an accredited institution
- Must have current cumulative GPA of 2.5 or higher

Additional Funding & Programs

Visit [www.thecirifoundation.org](http://www.thecirifoundation.org) to see if you qualify for any of these additional funding opportunities:

- TCF competitive, merit-based scholarships
- TCF Raven Fund, for voting CIRI shareholders who are not lineal descendants
- TCF Jump Start, Kick Start and Restart Awards
- TCF Internship Program
- Cook Inlet Tribal Council Inc. Tribal Higher Education Scholarship with Alyeska Match Scholarship for qualified majors
- Salamatof Native Association Inc. Scholarship and Grant Program
- Ninilchik Native Association Inc. Scholarship and Grant Program
- Eklutna Inc. Scholarship & Grant Program

Raven Fund moving online May 1, 2022

Our Mission

The mission of The CIRI Foundation is to promote individual self-development and economic self-sufficiency through education and to maintain pride in culture and heritage among Alaska Native people who are original enrollees of Cook Inlet region and their descendants.
How to apply

The applications for TCF’s general scholarships and vocational training grants are online. The application period opens 30 days prior to each deadline. Other scholarships administered by TCF via paper application will be made available for download 30 days prior to each deadline.

In order to apply, you must have an approved user account. New users may apply for an account online at www.thecirrfoundation.org.

For information about how to apply and required documentation, please visit: www.thecirrfoundation.org/how-to-apply/

All awards are subject to available funding. Please call TCF at (907) 793-3575 or send an email to tcf@thecirrfoundation.org if you have questions!

General Scholarships

General scholarships are available for the academic year or by term. Scholarships support part-time and full-time applicants enrolled in any of the following degree programs: associate’s, bachelor’s, master’s, doctoral, and professional degrees.

DEADLINES

› June 1 (academic year and fall terms)
› December 1 (winter/spring terms)
› TCF does not offer summer funding at this time.

SCHOLARSHIP FUNDING

ACADEMIC YEAR

› Up to $6,000 for full-time enrollment
› Up to $5,500 for part-time enrollment

SINGLE TERM

› Up to $3,000 for full-time enrollment
› Up to $2,750 for part-time enrollment

Vocational Training Grants and Fellowships

Vocational training grants support applicants pursuing a certificate, vocational training program, or professional licensure.

Fellowships support applicants who are attending a conference or non-credit workshop or seminar. Cultural fellowships focusing on aspects of Alaska Native culture and heritage as well as general fellowships for all other subject areas are available.

DEADLINES

› March 31  ›  June 30
› September 30 › December 1

VOCATIONAL TRAINING FUNDING

› Up to $5,500 per calendar year

FELLOWSHIP FUNDING

› Up to $250 per calendar year
Growing graduates

CITC Scholarships
Administered by The CIRI Foundation

In collaboration with our community partners, CITC offers a range of higher education scholarships for eligible CIRI voting shareholders and their lineal descendants. Award amounts vary depending on funding availability and are designed to be supplemental to other sources of funds.

Scholarships include the Tribal Higher Education and Alyeska Pipeline Service Company Match scholarships. Students may be enrolled full- or part-time in undergraduate or graduate degree programs.

Cook Inlet Tribal Council

The CIRI Foundation
3201 C Street
Suite #506
Anchorage, Alaska 99503
www.thecirifoundation.org
The Alyeska Match Scholarship is a long-standing partnership with CITC to provide career-specific scholarships for Alaska Native students studying degree programs such as:

- Engineering
- HSE/Security
- Construction & Project Management/Project Controls
- Computer Science/MIS
- Accounting, Business, Economics, Finance
- Instrumentation/Process Technology/SCADA

Application deadlines for both scholarships are: June 1 (Fall semester) and December 1 (Spring semester).

For more information about deadlines and application requirements, please email tcf@thecirifoundation.org, call (907) 793-3575, or visit www.thecirifoundation.org.
JUMP START AWARD

To promote preparation for successful educational attainment while concurrently obtaining a secondary education, The CIRI Foundation offers the Jump Start Award for high school students.

FOR DUAL ENROLLED HIGH SCHOOL STUDENTS

DEADLINES: March 31, June 30, September 30, and December 1

AMOUNT: Up to $2000 per calendar year (subject to available funding)

ELIGIBILITY:
- Alaska Native original enrollees of CIRI and their lineal descendants, or an Alaska Native, voting CIRI shareholder who is not an original enrollee or a direct lineal descendant (via the Raven Fund).
- Must be a high school student enrolled or accepted into a recognized or accredited “Running Start” college, training program, or other similar authorized post-secondary education course of study that allows students to concurrently and simultaneously earn high school and post-secondary credits.
- Must have a current cumulative GPA of 2.5 or higher.

Download the paper application online at www.thecirifoundation.org 30 days before the deadline.
Project Grants

The CIRI Foundation offers Education and Heritage Project Grants to support projects that affect and/or involve Alaska Native beneficiaries of CIRI and further the education and heritage goals of The CIRI Foundation. These grants are made possible in part by the Lawrence Matson Memorial Endowment Fund.

The CIRI Foundation also administers the A Journey to What Matters: Increased Alaska Native Art & Culture Grants for non-profit and tribal organizations throughout Alaska working with Alaska Native artists to produce tangible artwork.

All grants administered by The CIRI Foundation are subject to available funding.

Deadlines

There are four deadlines each year to submit applications for Education and Heritage Project Grants. Late applications will not be considered.

› March 1  
› June 1  
› September 1  
› November 1

A Journey to What Matters: Increased Alaska Native Art & Culture Grants applications are accepted on March 1, September 1, and November 1.

Applications can be found online at: www.thecirifoundation.org/project-grants
Project Grant Goals

*Education Project Grant* funding is available to support projects that further the educational goals of TCF. These include but are not limited to the promotion of quality learning and educational experiences for Alaska Natives from the early years through adulthood, recognizing the importance of lifelong learning, and the identification and reduction of educational issues that hinder successful achievement by Alaska Natives in their educational pursuits.

*Heritage Project Grant* funding is available to support projects that further the heritage perpetuation goals of TCF. These include but are not limited to support for research and development of materials that enhance the understanding and appreciation by Alaska Natives and the general public about traditional and contemporary Alaska Native history, ethnology, anthropology, philosophy, literature, the arts, and other related fields.

To perpetuate and promote the unique artistic and cultural traditions of Alaska Native peoples, The CIRI Foundation has developed the *A Journey to What Matters: Increased Alaska Native Art & Culture Project Grant*. Grant funding is available to support projects that affect and/or involve Alaska Native communities and further the intergenerational transference of knowledge of tangible Alaska Native artistic practices.

Who can apply?

*Education and Heritage Project Grants* may be submitted to TCF by one of the following:

- Nonprofit organizations classified as a 501(c)(3) public charity (including but not limited to cultural centers and museums)
- Tribal organizations with preference given to organizations within the Cook Inlet region
- Nonprofit or tribal organizations as sponsors of individuals who are original enrollees of Cook Inlet Region, Inc. and/or their direct lineal descendants
- Governmental educational institutions such as public schools

*A Journey to What Matters Project Grants* may be submitted to TCF by one of the following:

- Nonprofit organizations classified as a 501(c)(3) public charity (including but not limited to cultural centers and museums)
- Tribal organizations throughout Alaska
- Nonprofit or tribal organizations as sponsors of Alaska Native individuals
- Governmental educational institutions such as public schools

Which project grant category is right for you?

- Start with the goals of each program: education, heritage perpetuation, and Alaska Native arts.
- Next, consider whether your project will impact the beneficiaries of The CIRI Foundation (CIRI original enrollees and their direct lineal descendants) or Alaska Native people more generally.
- Download each application for full program goals and guidelines: [www.thecirifoundation.org/project-grants](http://www.thecirifoundation.org/project-grants)
- Your organization may be eligible to apply for more than one grant program.

Resources

The CIRI Foundation offers two resource guides to assist in the grant writing process and support Alaska Native artists in their work. These resources are available for download at [www.thecirifoundation.org](http://www.thecirifoundation.org).

- Alaska Native Artist Resource Workbook
- Grant Writing Handbook
A JOURNEY TO WHAT MATTERS: INCREASED ALASKA NATIVE ART AND CULTURE
Art is tied to who we are as a living people. The visual language, function, and materials used to create art reinforce cultural values and world-view.

In order to perpetuate and promote the unique artistic and cultural traditions of Alaska Native people, The CIRI Foundation (TCF) has developed the *A Journey to What Matters: Increased Alaska Native Art & Culture Grant*. This funding is available to support projects that affect and/or involve Alaska Native communities and further the following goals of *A Journey to What Matters*:

- Increase intergenerational transference of knowledge of Alaska Native artistic and cultural practices
- Increase access to and awareness of Alaska Native art through training, education, and access and capacity building strategies for organizations and individuals.
- Support Alaska Native artists

Nonprofit and tribal organizations whose work follows *A Journey to What Matters* project goals are invited to submit applications. Grant applications are accepted three times a year depending on funding availability: March 1, September 1, and November 1.

For more information please contact The CIRI Foundation at:

Tel 907.793.3575, Toll-free 800.764.3382 or tcf@thecirifoundation.org
Reflections on the Alaska Native Experience
By Roy M. Huhndorf

Alaska Native Corporations: Sakunktuugan. "We are working incredibly hard"
By Alexandra McClanahan
Puts Alaska Native Corporations in the context of Alaska's history and economic and social issues. This book documents how Alaska Native people are writing an epic story of cultural and economic development focused on an intimate tie to the land. Published and funded by TCF. Paper: ISBN 0-938227-07-6. $24.95

Growing Up Native in Alaska
By Alexandra McClanahan
A collection of personal reflections by 27 Alaska Native young professional men and women. They reflect on what it means to be an Alaska Native and the impact of the Alaska Native Claims Settlement Act on their lives. Published by TCF, funded by contributions from CIRI, Alaska Federation of Natives, and TCF. Paper: ISBN 1-57833-114-5. $19.95

A Reference in Time, Alaska Native History Day by Day
By Alexandra McClanahan
A reference to support the history of Alaska Native people. With at least one event for every day of the year, this book highlights key events in the history of Alaska Natives. Published and funded by TCF. Paper: ISBN 0-938227-041. $19.95

ORDER FORMS
AVAILABLE UPON REQUEST OR GO TO:
www.thecirifoundation.org

TCF accepts payment by check, credit card, or money order.
Make checks payable to The CIRI Foundation.

Return Policy: The CIRI Foundation does not offer refunds for any of their publications. Please read the publication descriptions and ask any questions prior to purchasing.

THE CIRI FOUNDATION
The mission of The CIRI Foundation is to promote individual self-development and economic self-sufficiency through education and to maintain pride in culture and heritage among Alaska Natives who are original enrollees of Cook Inlet region, their descendants and voting shareholders.

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Anchorage, AK 99503
Phone: 907-793-3575
Toll free: 1-800-764-3382
Fax: 907-793-3585
E-mail: tcf@thecirifoundation.org
www.thecirifoundation.org

Updated 3.2.2022
A Place for Winter; Paul Tiulana's Story
By Vivian Sengeutuk and Paul Tiulana
The autobiography of Mr. Tiulana told against the backdrop of his early home on King Island. He describes his Inupiat culture as a hunter and fisherman and the traditions of his people. Published by The CIRI Foundation (TCF), funded by grants from Alascom, Inc., Alaska Humanities Forum, and TCF. Cloth: ISBN 0-938227-025. $17.95

Putting up Fish on the Kenai: A Guide to Processing Alaska Salmon in the Cook Inlet Tradition
By Hazel Felton
A "how to" manual for smoking and jarring one of Alaska's most prized resources. It's also a tribute to Rika F. Murphy, the first recognized chief of the Kenai Inuit Tribe. Provides step-by-step processing instructions and includes design plans for the construction of an "urban smokehouse."

Alaska Scrapbook: Moments in History 1816-1998
By Dr. Stephan Haycox and Alexandra Mcclanahan

Our Stories, Our Lives
By Alexandra Mcclanahan
A collection of personal experiences and traditional stories told by 23 Alaska Native elders of the Cook Inlet Region in Southcentral Alaska. These are first-hand accounts by elders who witnessed dramatic cultural changes in Alaska during the period of 1900-1985. Published by The CIRI Foundation, funded by grants from Alascom, Inc., Alaska Humanities Forum and TCF. Paper: ISBN 0-938227-01-7. $15.95

Na'eda, Our Friends: A Guide to Alaska Native Corporations, Tribes, Cultures, ANCSA and more
By Alexandra Mcclanahan and Hallie Bissett
Aimed at being the most up-to-date and comprehensive listing available of Alaska Native entities. Includes addresses and phone numbers for the 13 Native regional corporations, 168 village corporations, 226 traditional councils, and more. Reprinted 2008. Published by TCF. ISBN 0-938227-05-X. $12.95

Postage and Handling $7.20 per book
All prices and fees subject to change.

Contact Cook Inlet Tribal Council regarding Dena'ina: Nat'uh, Our Special Place (907) 793-3600 $15.95

Chin'an! Thank you!

All proceeds from publication sales support the scholarship, grant, and cultural programs administered by The CIRI Foundation.
Eligibility
Original enrollees of Cook Inlet Region Inc. (CIRI) and their direct lineal descendants (e.g. children, grand children, great-grandchildren, etc) are eligible to apply for post-secondary scholarships and grants through The CIRI Foundation (TCF). Individuals with inherited or gifted shares do not qualify as original enrollees, but may be eligible if they are a direct lineal descendant to apply online. Alaska Native, voting CIRI shareholders that are not direct lineal descendants of an original enrollee may be eligible through the Raven Fund program.

*All awards are subject to available funding and the number of eligible applicants at each deadline.

Step One – Create a student profile at www.thecirifoundation.org at any time!
New applicants must create an online account and student profile. You provide basic information and identify how you are eligible (either as an original enrollee of CIRI or as a direct lineal descendant of an original CIRI enrollee). Starting in 2022, Raven Fund applicants must request an online account to apply.

If you are a direct lineal descendant, you must provide the name of the original enrollee of CIRI from which you are a descendant and indicate your relationship. For example – the original enrollee may be your parent, grandparent, great-grandparent, etc… If you are not sure, ask your family. You will also create a username and password. Your username should be easy to remember. Once submitted, your request for a student account will be reviewed by TCF. Please allow two (2) business days for new accounts to be reviewed/approved.

Step Two – Login at www.thecirifoundation.org
After your student account is approved, you will receive an email confirmation. Go to our website, click on the “Apply Online” button, and login with your approved username and password.

What do I see after I login?
After you login, you will be on the Student Dashboard. From this screen, you can manage several different aspects of your student account:

Update My Profile
This is where you can change your personal contact information. This information will be automatically entered on applications submitted through the online system.

Apply for a Scholarship or Grant
This is where you begin the process of submitting an online application. While you are working on an online application, you can save your progress and return at a later time. Please note – you can only apply for a scholarship or a grant when the application period is opened by TCF. Depending on the time of year when you click on this link, you may not see any active scholarship or grant application periods. In general, the online application will be accessible to students 30 days before the deadline.

Updated 2.23.2022
**Manage Files**
You must attach your own supporting documents (such as your statement of purpose, acceptance letter, class schedule, letter of reference, or other documents) that are required as part of your complete application. Documents can be attached if they are saved in Acrobat PDF, Microsoft Word, Microsoft Excel, TIFF, or JPEG formats. Documents can be uploaded through “Manage Files” to your student dashboard at any time.

**Check Status of My Applications**
After you finish and submit an online application, this is where you can view basic information about the status of your request. If you receive an email asking you to edit your application, this is where you go to make edits to your application. You can also print your application from this screen.

**Change My Password**
Your application information is confidential and your password keeps your data secure. If you forget your password, you can request a temporary password from the login screen that will be emailed to you, at any time. After you login with the temporary password, you should change your password to something unique that you will remember.

**When can I apply?**
In general, the online application will be accessible for students **30 days before the stated deadline**. You do not need to have all your documents together in order to submit the application, there is time to turn in missing items after the deadline closes, but **TCF must receive an application submitted on-time to consider**.

**What do I need for my application?**
In addition to the **Required Documents** listed on the right, the following information is critical to complete your application:

- **Name and Address of Institution’s Financial Aid Office** - Please be sure that you submit the correct address information, since this is where any financial aid will be mailed.
- **Start and End Dates for the Term** - Degree-seeking students are able to apply for full academic year funding. If you wish to apply for full year funding, be sure to enter term dates that reflect your entire academic year and select “academic year” for your budget term.
- **Enrollment plans for the academic year/program (full-time or part-time)**
  - **Full-time** = 12 or more undergraduate credits; 9 or more graduate credits per term.
  - **Part-time** = 11 or fewer undergraduate credits; 8 or fewer graduate credits per term.
- **Estimate Budget Forecast** – You must enter an estimate of total expenses and sources of funds in order to be considered for an award amount for your application. The CIRI Foundation does not require the Student Aid Report (SAR) that you receive after completing your FAFSA form.

**REQUIRED DOCUMENTS**
To prepare for submitting an online application, the following required documents should be saved in an electronic format:

- **Letter of reference** – Valid for three (3) years from the date written; must be signed, dated, and include contact information for the person giving the reference.
- **Statement of purpose** – Must be updated with each application, 300-word minimum for repeat applicants and 500-word minimum for first-time applicants.
- **Proof of acceptance by the institution** – If you are in a declared degree program, the acceptance letter should confirm your degree program.
- **Official grade transcripts/HS Diploma or GED** – For the most current coursework that you have completed.
- **Class schedule for the term** – To confirm your status (full-time or part-time) during the academic year/term.
- **Proof of Eligibility for Lineal Descendants** – Birth certificate(s) and/or adoption records connecting you to the Original Enrollee of CIRI. If you are a registered CIRI descendant and upload a copy of your card, TCF can use the documents on file with CIRI as part of your application eligibility documents.
- **Proof of Name Change** – For any legal name change(s). Sworn statements or affidavits are not accepted.

Documents can be attached to your application at any time by selecting “Manage Files” on the Student Dashboard.

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**Updated 2.23.2022**
Guidelines

SCHOLARSHIP AND GRANT AWARD USES
The priority of The CIRI Foundation (TCF) is to help support your direct educational expenses including tuition, student registration fees, course-required books/supplies, and on-campus housing/meal plans. Above all other uses, approved scholarship and grant funds are intended to help you meet your direct educational expenses.

PERSONAL EXPENSES
A general scholarship recipient may receive up to $500 per semester/term for personal expenses - only if funds remain after all direct educational expenses are met. Grant recipients may receive up to $500 toward personal expenses per calendar year. Depending on the total cost of your program, you may not receive any funds for personal expenses.

SCORING AND SELECTION CRITERIA
During the TCF General Scholarship award determination process at the June 1 deadline each year, all eligible applications are scored and ranked based on the following criteria for eligibility toward a competitive higher award:

- Completeness of application
- Cumulative GPA
- Rigor of coursework/degree program
- Grade level (Freshman, Sophomore, Junior, Senior, Graduate, Certificate)
- Personal financial contribution
- Financial need
- Employment preparation (Does the degree program directly relate to career goals?)
- Statement of purpose (Clarity of career goal, correct grammar, giving back to community, and overall quality)
- Extent of community involvement and volunteer/civic activities

MERIT-BASED ANNUAL SCHOLARSHIP SCORING
The merit-based annual scholarship awards are highly competitive. Meeting the GPA requirement is only part of the selection process. Other factors considered in the selection of annual scholarship awards include an exceptional statement of purpose with a clear articulation of education and career goals; a high level of community service and civic activities; and a demonstrated intent to give back to community, especially the Alaska Native community.

NOTIFICATION OF FUNDING DECISIONS
Funding decisions are only released in writing. They are not released verbally over the telephone or in person. Funded students are sent an award letter that contains the award terms and the responsibilities of the recipient. It is essential that award recipients read and understand the terms of their financial aid. The CIRI Foundation’s Education Awards Committee makes the award determinations. All decisions are final.

TERMS OF FUNDING
To remain eligible and in good standing for additional funding through TCF, all recipients must maintain the following Terms of Funding eligibility requirements: Any changes to an awardee’s enrollment or course schedule must be submitted to TCF in writing.

Full-time Students
- Must maintain full-time enrollment for the academic year; AND
- Maintain a cumulative GPA of 2.5 or higher (on a 4.0 grading scale).

Part-time Students
- Must complete the courses on your submitted schedule; AND
- Maintain a cumulative GPA of 2.5 or higher (on a 4.0 grading scale).

Updated 2.23.2022
PROBATION PERIOD / INFRACTION POLICY
Award recipients who do not maintain the Terms of Funding eligibility requirements during their funded term may be in a probation or infraction situation. Details are communicated in writing for any student in these situations.

The first time a student does not maintain the eligibility requirements; he/she will be placed on probation. Students on probation are eligible to receive one (1) probationary term of scholarship or grant funding (defined by TCF as the period between the June 1 and December 1 deadlines for scholarships and as the vocational training grant period for vocational training grants). During the probationary term, a student has the opportunity to improve their academic performance to reinstatetheir eligibility for funding.

A student who does not successfully maintain the eligibility requirements at the end of the probationary period will be in an Infraction Status. Students on Infraction Status are ineligible to receive funding for one (1) term (as defined above), and will sit out for one deadline from the date determined by TCF. Infraction status determination is made after reviewing official transcripts; therefore, timely submission of transcripts is required.

CHANGES IN ENROLLMENT
In general, enrollment changes made within the add/drop period at your institution are permissible. However, schedule changes made after the add/drop period that change your status from full-time to part-time may result in a probation / infraction situation. There is no penalty for completing more credits or courses, but completing fewer courses may result in a probation / infraction. Please send written notification of any enrollment or schedule changes to TCF immediately.

CONDITIONAL AWARDS
If you have an incomplete application and receive a conditional award, you have approximately thirty (30) days from the date on the conditional award letter to fulfill the award requirements (TCF will notify you of the exact date). Funds will only be released if the requested information is provided to TCF by the conditional award deadline. If an application remains incomplete after the conditional award deadline, the award is automatically canceled.

DISBURSEMENT OF FUNDS
In general, award checks are made payable to your educational institution directly and do not require endorsement. Award checks are sent directly to the financial aid office address of the institution specified in your application. Please make sure the financial aid office address is correct to avoid delay in the receipt of your financial aid. Students receive a photocopy of the disbursement letter that accompanies the award check.

PROOF OF COMPLETION
Scholarship and grant recipients must submit final official grade transcripts or certificates at the end of each term of funding. Please submit the official transcripts after the courses are completed and grades are posted. Your official grade transcript is reviewed by TCF staff to ensure that you have satisfied the requirements to remain in good standing for additional funding.

NUMBER OF AWARDS
An individual is permitted to receive one (1) scholarship or grant award funded by The CIRI Foundation at a time. Eligible applicants may receive more than one award if applying for an award administered by TCF but funded by a partner, such as CITC, Alyeska Match, Eklutna Inc., Ninilchik Native Association Inc., and Salamatof Native Association Inc.

SUMMER TERM FUNDING
TCF does not offer a separate scholarship or grant program specifically for the summer term. General Scholarship recipients should work with their school to allocate a portion of a General Scholarship award towards summer term enrollment.
LIFE-TIME AWARD LIMIT POLICY
The CIRI Foundation (TCF) has implemented a Life-Time Award Limit Policy. This policy will help ensure that all eligible applicants have an opportunity to benefit from the support of TCF. The information included in this packet is to guide you through the Life-Time Award Limit Policy.

The policy means TCF applicants have a Life-Time Limit Amount for each degree-level category noted below. As with all of TCF’s policies, applicants must meet all of TCF’s funding requirements to be considered. All awards are subject to available funding. The policy’s effective date was January 1, 2014 and the March 31, 2014 deadline was the first deadline included in the policy. An update was made April 7, 2017 to count all graduate work in the same category. Effective March 1, 2019, the Life-Time Award Limit amount for each degree-level category has increased due to an increase in the general scholarship and vocational training grant award amounts. Effective May 1, 2022, all Raven Fund applicants are subject to the same Life-Time Award Limit Policy. The policy is implemented as follows:

<table>
<thead>
<tr>
<th>DEGREE-LEVEL CATEGORY</th>
<th>DEGREE PROGRAMS</th>
<th>MAXIMUM AWARD AMOUNT</th>
<th>LIFE-TIME AWARD LIMIT AMOUNT</th>
</tr>
</thead>
</table>
| UNDERGRADUATE DEGREE AND CERTIFICATE-SEEKING | Includes: Fellowships, Vocational Training, Certificates, 2-year and 4-year Degrees | • Fellowship: up to $250  
• Vocational Training/Certificate-seeking: up to $5,500 per calendar year  
• 2-year and 4-year degree-seeking: up to $5,500 for part-time, up to $6,000 for full-time, per academic year | $36,000 |
| GRADUATE LEVEL DEGREE-SEEKING | Includes: Masters, Ph.D., professional degree, and doctorate level degrees | • Graduate degree-seeking: up to $5,500 for part-time, up to $6,000 for full-time, per academic year | $48,000 |
| TOTAL LIFE-TIME AWARD LIMIT | | | $84,000 |

HELPFUL TERMS:
Degree-Level Category: Each degree program is categorized under a degree-level category. Each degree-level category has its own Life-Time Award Limit Amount.

Degree Program: Your degree program indicates which degree you are receiving funding to complete. Fellowships, Vocational Training Programs, 2-year or 4-year degree-seeking programs, masters degree-seeking programs, or Ph.D. or professional degree-seeking programs are all various degree programs as defined by TCF. Each degree program determines what degree-level category you are in.

Maximum Award Amount: Your maximum award amount is the amount of funding in which you are eligible for each individual award or application.

Life-Time Award Limit Amount: Your life-time award limit amount is the cumulative amount of funding you are eligible to receive for each degree-level category.
LIFE-TIME AWARD LIMIT Q&A

Q: Why does TCF need a Life-Time Award Limit Policy?
A: The number of eligible applicants continues to grow each year. TCF would like to prepare to give every future applicant an opportunity to receive funding. TCF anticipates the new policy will allow educational funding to continually be distributed to all eligible applicants.

Q: When did the policy take effect?
A: The policy went into effect on January 1, 2014. All awards approved after the January 1, 2014 effective date will be included in an applicant’s life-time award limit amount. The first application deadline after the effective date is the March 31, 2014 vocational training/certificate-seeking deadline. An additional update to the policy will be implemented effective March 1, 2019 regarding an increase to the Life-Time Award Limit amount for each degree-level category due to an increase in the general scholarship and vocational training grant award amounts. Effective May 1, 2022, all Raven Fund applicants are subject to the Life-Time Award Limit Policy.

Q: How will I know what my life-time award limit amount is? What awards are counted against my lifetime limits?
A: Your life-time award limit amount(s) is available to view on via your online student profile. Only awards issued by TCF award counted towards your lifetime limits. Outside scholarships or grants such as village awards are not. You will be notified once you are approaching your award limit.

Q: Will my awards before January 1, 2014 impact my life-time award limit amount?
A: No, previous awards will not be counted toward your life-time award limit amount(s). For previous Raven Fund recipients, awards received prior to May 1, 2022 will not be counted towards your life-time award limit amount(s).

Q: How are graduate level life-time limits calculated for awards received between January 1, 2014 and April 7, 2017?
A: Between January 1, 2014 and April 7, 2017, TCF’s life-time award limit recognized two categories of graduate degrees; however, these are now considered one category. All graduate level awards received in this time will count toward the $48,000 total graduate life-time limit.

Q: What if I want to complete multiple degrees in each degree-level category?
A: Each applicant is able to use their life-time award limit amount as they wish, but you are only eligible for your life-time award limit amount for each degree-level category. Fellowships, Vocational Training Programs, 2-year degree, and 4-year degrees are combined into one category of undergraduate and certificate-seeking. Your total life-time award limit amount for your educational journey with TCF is $84,000. Annual Award recipients, who receive higher, competitive award amounts, will only have the maximum general scholarship amount added to their life-time award limit amount ($6,000 per year).

Q: What happens if I reach my life-time award limit?
A: If you reach your life-time award limit amount for a certain degree-level category, you will be eligible for additional funding when you enroll into a degree program that moves you to the next degree-level category. For example, if you reach your life-time award limit amount of $36,000 for your undergraduate/certificate-seeking degree-level category, then you will not be eligible for more funding until/if you enroll into a masters, graduate or Ph.D. program. Upon enrollment into a graduate program you would then be eligible for an additional $48,000 in awards.

Q: If my school returns a portion of my award because it was not used, will that amount be subtracted from my life-time award limit amount?
A: TCF will deduct the amount of any returned TCF funds from your life-time award limit amount.
| **ANCSA Education Consortium**  
| **Member List - 2/25/2022** |

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<tr>
<th><strong>1 Ahtna, Incorporated</strong></th>
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| **Tracy Parent**  
115 Richardson Hwy  
Glennallen, AK 99588 |
| Toll Free: n/a  
Phone: 907-868-8250 x221  
Fax: n/a  
Email: tparent@ahtna.net  
Web: www.ahtna-inc.com |

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<th><strong>2 The Aleut Foundation</strong></th>
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| **Julie Toomey, Executive Director**  
703 W. Tudor Rd. Ste. 102  
Anchorage, AK 99503-6650 |
| Toll Free: 1-800-232-4882  
Phone: 907-646-1929  
Fax: 907-646-1949  
Email: jtoomey@thealeutfoundation.org  
Web: www.thealeutfoundation.org |

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<th><strong>3 Arctic Slope Regional Corporation / Arctic Education Foundation</strong></th>
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| **Monica Wiehl, Manager**  
P.O. Box 129  
Utqiagvik, AK 99723 |
| Toll Free: 1-800-770-2772  
Phone: 907-852-8633  
Fax: 907-339-7471  
Email: articed@asrc.com  
Web: www.articed.com |

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<th><strong>4 Bering Straits Foundation</strong></th>
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| **Jed Ballard, President**  
Shareholder Development Department  
3301 C Street, Ste. 100  
Anchorage, Alaska 99503 |
| Toll Free: 1-800-478-5079  
Phone: 907-563-3788  
Fax: 907-563-2742  
Email: shdevelopment@beringstraits.com  
Web: www.beringstraits.com/scholarship/ |

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<th><strong>5 Bristol Bay Native Corporation / Bristol Bay Native Corporation Education Foundation</strong></th>
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| **Aleesha Tows-Bain, Executive Director**  
111 West 16th Avenue, Suite 400  
Anchorage, AK 99501 |
| Toll Free: 1-800-426-3602  
Phone: 907-265-7875  
Fax: 907-276-3924  
Email: atowns-bain@bbnc.net  
Web: www.bbncef.org |

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<th><strong>6 Calista Corporation / Calista Education and Culture, Inc.</strong></th>
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| **Rea Bavilla, President/CEO**  
5015 Business Park Blvd., Suite 3000  
Anchorage, AK 99503 |
| Toll Free: 1-800-277-5516  
Phone: 907-275-2800  
Fax: 907-275-2936  
Email: rbavilla@calistacorp.com  
Web: www.calistaeducation.org |

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<th><strong>7 Chugach Alaska Corporation / Chugach Heritage Foundation</strong></th>
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| **Stephen Grantier, Program Manager**  
3800 Centerpoint Drive, Suite 1200  
Anchorage, AK 99503-4196 |
| Toll Free: 1-844-461-0400  
Phone: 907-261-0400  
Fax: 907-261-8896  
Email: scholarships@chugach.com  
Web: www.chugachheritagefoundation.org |

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<th><strong>8 Cook Inlet Region, Inc. (CIRI) / The CIRI Foundation</strong></th>
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| **Susan Anderson, President/CEO**  
3201 C Street, Suite 506  
Anchorage, AK 99503 |
| Toll Free: 1-800-764-3382  
Phone: 907-793-3575  
Fax: 907-793-3585  
Email: sanderson@thecirifoundation.org  
Web: www.thecirifoundation.org |

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<th><strong>9 Doyon, Limited / Doyon Foundation</strong></th>
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| **Purestyn Milk, Scholarship Manager**  
615 Bidwill Ave., Ste. 101  
Fairbanks, AK 99701 |
| Toll Free: 1-888-478-4755 x2048  
Phone: 907-459-2048  
Fax: 907-459-2064  
Email: scholarships@doyon.com  
Web: www.doyonfoundation.com |

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<th><strong>10 Koniag, Incorporated / Koniag Education Foundation</strong></th>
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| **Germaine Salmine, Executive Director**  
4141 B St. Suite 201  
Anchorage, AK 99503 |
| Toll Free: 1-888-562-9093  
Phone: 907-562-9093  
Fax: 907-562-9023  
Email: kef@koniageducation.org  
Web: www.koniag.com  
www.konialeducation.org |

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<th><strong>11 NANA Corporation/Aqqaluk Trust</strong></th>
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| **Denise Koutchak, President/CEO**  
P.O. Box 509  
Kotzebue, AK 99752 |
| Toll Free: 1-888-311-4992  
Phone: 907-463-4844  
Fax: 907-586-9293  
Email: Carmaleeda.Estrada@sealaska.com  
Web: www.sealaskaeducation.org |

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<th><strong>12 Sealaska Corporation / Sealaska Heritage Institute</strong></th>
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| **Carmaleeda Estrada, Scholarship Admin.**  
101 S. Seward St., Suite 201  
Juneau, AK 99801-1249 |
| Toll Free: 1-888-311-4992  
Phone: 907-463-4844  
Fax: 907-586-9293  
Email: Carmaleeda.Estrada@sealaska.com  
Web: www.sealaskaeducation.org |

2/25/2022
Alaska Native Education Funding Opportunities: Where to Start

Ask yourself and your family the following questions to get an idea of funding sources that are likely available to you.

Some of these may not apply, and for some, you may have more than one answer. That’s OK.

Start small and work outward:

1. Do you have a Certificate of Indian Blood card?
   ➜ If so, write it down here! Tribe: __________________

2. Are you (or is at least one of your parents) a tribal member?
   ➜ If so, write it down here! Tribe: __________________

3. Do you live in the service area for a tribe? This may be different than membership in a tribe. Hint: Anchorage is in the CITC service area.
   ➜ If so, write it down here! Tribal Area: __________________

4. Are you (or at least one of your parents) a member of a village association or holders of village corporation shares?
   ➜ If so, write it down here! Village Assoc.: __________________

5. Are you a shareholder of any ANCSA Corporations?
   ➜ If so, write it down here! Shareholder: __________________

6. Are your parents or grandparents shareholders of any ANCSA Corporations?
   ➜ If so, write it/them down here! Descendant: __________________

• Flip this page over to continue
Resources Worksheet

Use the worksheet space to keep track of scholarships & deadlines.

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More Resources:

- The **U.S. Department of the Interior** provides tips on how to find out more information about yourself at [www.doi.gov/tribes/research](http://www.doi.gov/tribes/research).

- TCF’s **Education Resources Handbook** contains many scholarship opportunities for Alaska Native people. Some require tribal membership, proof of a certain blood quantum, or specific residency status. Check out the most current version at [www.thecirifoundation.org](http://www.thecirifoundation.org).

- You may also [contact the Alaska Native Corporation(s) from your family’s region(s)](mailto:contact@thealaskanativefoundation.org) to see if they have more information.
  
  *Cook Inlet Region Inc. Shareholder Relations: (800) 764-2474*
Alaska Native Education Funding Opportunities: FAFSA 101

- **What is the FAFSA?**
  It is the **Free Application for Federal Student Aid**. The FAFSA is used for many forms of aid, from grants to loans to work-study. It is also the application for the Alaska Performance Scholarship.

- **When do I need to care about the FAFSA?**
  Now! You should start your FAFSA as soon as possible. The current FAFSA opens for high school seniors and college students on October 1 for the *next* school year.
  
  - The first step of the FAFSA, getting a Federal Student Aid ID (FSA ID), can happen as early as you want. If you’re reading this, you can set up your FSA ID.
  
  - Go to [https://fsaid.ed.gov](https://fsaid.ed.gov) and apply for your FSA ID. You will need an FSA ID to electronically sign the FAFSA.
  
  - Both you and your parent will each need an FSA ID.

- **What will I need to fill out the FAFSA?** (This may be you and/or your parent’s information)
  - Social security number (can be found on social security card)
  - Alien registration card (if you are not a U.S. citizen)
  - Driver's license (if any)
  - Prior year’s W-2 Forms and other records of money earned
  - Prior year’s untaxed income records including social security, Temporary Assistance to Needy Families, welfare or veterans benefits records

  Other important recent income information could include:
  - Prior year’s bank statements
  - Relevant business and investment mortgage information, business and farm records, stock, bond and/or other investment records!

Updated 01.13.2021
Types of Aid

This is not an exhaustive list of all types or sources of aid, but will get you started. Use the space on the right to note what you are planning to apply for and highlight any deadlines so they stand out.

The first deadline for me is:
___________________

Aid from the FAFSA:

- **Pell Grants** (based on income, this is grant money and does not need to be paid back after school)

- **Work Study** (part-time on campus jobs only for students—these can be in a field you’re interested in and serve as an early internship, it’s a job so you keep the income)

- **Federally subsidized student loans** (this is money you’ll have to pay back after school, but at least it does not accumulate interest while you’re in school)

- **Alaska Performance Scholarship** (only for schools in Alaska; complete specified HS classes, test at certain levels on the ACT or SAT, and have a GPA of at least 2.5– higher awards for higher test scores and GPA–$2,378 to $4,755 per year)

- **Alaska Education Grant** (up to a $4,000 grant based on unmet need for Alaska residents enrolled at least half-time and awarded based on FAFSA completion date and need so do your FAFSA as soon as possible)

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Do FAFSA by:__________________

I need these items for my FAFSA:
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

I can go to these people for help:
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

I am planning to apply to these schools (at least for the FAFSA):
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
Types of Aid– Continued

Aid from your school:

- **Tuition Waivers** (gifts from the school that reduce your total costs, but cannot exceed tuition; these are usually from a specific department and may be related to service or research)

- **Special Discounts** (some schools have special rates for American Indian and Alaska Native students– ask the financial aid office for more information)

- **Scholarships** (many schools have a foundation and/or endowment and give out scholarships to their students, supplementing federal and private sources of aid; the University of Alaska system’s deadline to apply for these is February 15)

Aid from private sources:

- **Scholarships** (these are funds you do not have to pay back and there are many available for all fields and GPA levels; go through the Education Resource Handbook and online tools like FastWeb)

- **Student Loans** (this is money that will have to be paid back, with interest, so it should be used with care, but is an investment in your future)

- **Veteran’s Aid** (this is funding based on military service; talk to the Veteran’s office at a school you are interested in, or an ROTC program, to learn more)

I am interested in studying: 

Other questions/notes I have:

As a reminder of why you’re doing all this work now... I will make a positive impact in my community using this education by:

Updated 01.13.2021
**Why should I care about the FAFSA? Is it really important?**
Yes! The FAFSA opens doors for multiple types of aid and is often a requirement to receiving support for higher education—whether you are planning for vocational training or college, it is worth your time to fill out and submit your FAFSA.

**Where can I get help with the FAFSA?**
There are a variety of places online and in person that can help, so don’t get stressed about this important form.

- The FAFSA website ([studentaid.gov](http://studentaid.gov)) is actually a good place to start. There is help and hints available as you fill it out.
- The U.S. Department of Education runs a helpful blog at [blog.ed.gov](http://blog.ed.gov) with more information, tips, and suggestions.
- Your school’s counselor and staff might be able to help—don’t be afraid to ask!
- Have a college in mind already or a local campus? Most financial aid offices offer help with the FAFSA and other financial questions.
- The Alaska Commission on Postsecondary Education (ACPE) runs a program called “College Goal Alaska” and they put on webinars and High School visits October through April to help you with your FAFSA. Visit [acpesecure.alaska.gov](http://acpesecure.alaska.gov) for more from APCE.

**What else do I need to know?**

- You can (and should) send your FAFSA to all the schools you may be interested in attending, even before you know if you’ve been accepted. The website allows you to enter 10, but you can add more schools later if you choose.
- In order to apply for aid from the State of Alaska, you must list at least one University of Alaska school.
- There are different deadlines for different schools, so make sure you look up dates for your schools of interest. There is space below to record your own personal deadline.

_I, ____________________________, am planning ahead for my educational journey. I pledge to do my FAFSA and apply for all available aid._ (signed) ____________________________ (dated) ___________
Many scholarship applications will ask for similar documents from you to prove eligibility for funding. This is a good thing— it means you can start one file and keep everything together.

- **Tribal Enrollment Verification**—
  This is usually a tribal ID card, but for some national scholarships proof of eligibility may be your connection to an ANCSA corporation as a shareholder or descendant. This may be a letter or ID card.

- **Proof of Alaska Native/American Indian (AN/AI) Blood** —
  This is your Certificate Degree of Indian Blood (CDIB or CIB).
  - Available from the Bureau of Indian Affairs (BIA) office at https://www.bia.gov/regional-offices/alaska

- **Proof of Selective Service Registration** —
  This is required for male applicants between the ages of 18-25 for all federally based funding.
  - Available at: https://www.sss.gov/

- Most current **Official Transcripts** noting cumulative GPA —
  If college transcripts are not yet applicable, high school transcripts or GED documentation are required.
  - Available from your school’s Office of the Registrar.

- **Acceptance Letter** noting degree and major or academic program —
  This is a letter from your school granting you admission and stating your declared major or program change documentation.
  - This information may also be on your transcripts or printed from your online student portal if you do not have a specific letter.

- Registered/official **Class Schedule** with credit load —
  - Available from your school’s Office of the Registrar or via your online student portal.

- **Flip this page over to continue**
• **Reference Letter** —
  This is a letter recommending you as a good candidate for college, with the skills and desire to complete your degree program and college goals.
  
  • A complete reference letter must contain the date it was written, signature, and contact information from referrer.
  
  • This can be from a teacher, counselor, supervisor or any non-relative who can speak to your academic potential; see the sample letter below.

**Sample letter of recommendation**

*MM/DD/YYYY*

To Whom It May Concern:

I have known Your Name for the past two and a half years, having served as her teacher in both English and Arts at ________ High School. I believe that Your Name is very well suited for higher education. Your Name is a bright and attentive young person. In class and in her work, she demonstrates that she is an intelligent and capable student with great potential. I am confident that she will thrive in any academic program that she chooses to pursue. I am convinced that Your Name would make a more than valuable contribution to your university. She has my highest recommendation. Should you have any questions, please do not hesitate to contact me.

Sincerely,

*Name of Non-Relative*

*Teacher, ________ High School (or other title)*

*Contact Information*

• **Statement of Purpose** —
  This is a short essay (like a letter to the scholarship funder) identifying your educational and professional goals.
  
  • See the Statement of Purpose worksheet on the next page to get started on writing your own scholarship essay outline.
  
  • Remember that many funders will have specific prompts that you should use, but you can use the same outline for many essays.
  
  • The Statement of Purpose or essay portion of many scholarship applications is part of the scoring for higher award levels. It is worth your time to double-check all scholarship essays for spelling and grammar before submitting them.

Many applications will require similar documents, so it is a good idea to keep an electronic copy of your previously submitted scholarship materials (on your computer or in cloud storage). This way you can re-use the same items with a few minor changes.
What is your (planned) degree program? What are you going to study in school?

I will study: ____________________

What do you want to be?

I chose this field because: ______

How does this academic program fit with your long-term career goals?

My recent accomplishments are:

I will make a positive impact in my community using this degree by:

What about your personal history makes this field appealing to you?

Why is this field a good fit for you and/or important for your family or community?

What are the accomplishments you are proud of, in relation to school and your community?

How are you/will you contribute to a positive Alaska Native or local community by working in your chosen field?
Other essay prompts to consider:

- Is there anything that you have overcome in your life?

- What has inspired your pursuit of education so far?

- Do you have any hobbies that you are passionate about, whether or not they relate to your career goals?
How to get your CIB/CDIB from the Bureau of Indian Affairs

**Alaska Regional Office (Anch.)**
Indian Affairs
3601 C Street Suite 1200
Anchorage, AK 99503-5947
Telephone: (907) 271-4085
Toll Free: (800) 645-8465
Fax: (907) 271-1349
www.bia.gov/regional-offices/alaska
Open M-F 8:00 am - 4:30 pm

**Fairbanks Agency**
Bureau of Indian Affairs
101 12th Ave., Room 166
Fairbanks, AK 99701
Telephone: (907) 456-0222
Toll Free: 1-(800) 822-3596
Press 1 for CDIB info
Fax: (907) 456-0225
Open M-F 8:00 am - 4:30 pm (Closed for Lunch 12:00 -1:00 pm)

**Juneau Office**
Bureau of Indian Affairs
PO Box 21647
709 West 9th Street
Juneau, AK 99802
Telephone: (907) 586-7177
Toll Free: 1-(800) 645-8397
Press 2, then press 6 for CDIB info
Fax: (907) 586-7252
Open M-F 8:00 am - 4:30 pm
Closed noon– 1p.m. (lunch)

All Alaska Native people must obtain their CIB/CDIB from the Alaska Regional Office, even if currently living in other states.

To obtain your CIB/CDIB, you will need the documents connecting your identity with your ancestor listed on the rolls at the BIA, including:

- Photo ID
- Certified Birth Certificate(s) for yourself and lineal ancestors (parents, grandparents) to connect you with someone listed
- Any legal name change documents
- In cases of adoption, the BIA looks for the name of your birth parent(s)

Questions? Call the BIA office nearest to where your family is from to find out more information.
Essay & College Application Cheat Sheet

Compiled by: Holly Miuwak Guise, Inupiaq History PhD Student, holly.guise@yale.edu
Former Admission Officer at Stanford University from 2009-2011

Personal Essay:
- Keep it simple: stick to five paragraphs, one page single-spaced, or two pages double-spaced
- Some of the best essays I have read were about identity and/or personal growth
- Don't try to get into the mind of the reader, write about what you are passionate about/ most familiar with

Supplemental Short Answer Essays:
- Always answer the question if there is a specific prompt!
- Use the entire space/total word count to answer the question
- Write your answer to cater to each school (Look up things on each school website- like academic programs and resources for students including Native American Cultural Centers- mention specifics)

**Why Yale?**

What is it about Yale that has led you to apply? (125 words or less) *

The Stanford community is deeply curious and driven to learn in and out of the classroom. Reflect on an idea or experience that makes you genuinely excited about learning. (100 to 260 words) *

Familiarize yourself with the Common Application, apply to multiple colleges at CommonApp.org
- Think of your application as your highlight reel that emphasizes your positive impact at school, within your family, and within the community
- If application costs present a financial hardship select “fee waivers” on the Common Application website and speak to your high school guidance counselor to sign
- Ask your high school guidance counselor to edit your essay or short answers from your application
- If a school seems out of reach financially, apply anyway and find out their financial aid if accepted

Extra Curricular Activities:
- In addition to those at school, list all your activities including: jobs, family responsibilities, religious, subsistence & cultural activities
- Include all awards & leadership positions (including Native Youth Olympics, regional/state awards)

Requesting Letters of Recommendation:
- Pick teachers from the core subjects of: Math, Science, Social Studies, English, or Foreign Language
- Pick a teacher who likes you! Ask for letters or rec 8-12 weeks in advance from the deadline to allow teachers adequate time to write a letter of support
- Ask your teacher to write specific examples of what you contribute to the classroom/ what you are like as a student

Register for the SAT or ACT with Writing:
- Try to do this 4—12 months before your college applications are due. If you miss this, try to take a test before you submit your college application. Have test scores sent directly to the schools you apply to
- On the test, if you don't know an answer, narrow down answers and guess. In the reading section never pick the answers that sound too extreme (Example: A) the Queen of England always drinks tea, B) the Queen never drinks tea, C) the Queen sometimes drinks tea. In this choice, pick C)
- Review sample questions online: https://collegereadiness.collegeboard.org/sample-questions

You can do it! Put your best foot forward and envision your future at college!
SMART Goal Setting
Guide Sheet

Following are components of an effective goal – one that describes performance standards that will "tell us what good behavior looks like." The SMART acronym can help us remember these components.

Specific The goal should identify a specific action or event that will take place.

Measurable The goal and its benefits should be quantifiable.

Achievable The goal should be attainable given available resources.

Realistic The goal should require you to stretch some, but allow the likelihood of success.

Timely The goal should state the time period in which it will be accomplished.

Here are some tips that can help you set effective goals:

1. Develop several goals. A list of five to seven items gives you several things to work on over a period of time.

2. State goals as declarations of intention, not items on a wish list. "I want to apply to three schools" lacks power. "I will apply to three schools," is intentional and powerful.

3. Attach a date to each goal. State what you intend to accomplish and by when. A good list should include some short-term and some long-term goals. You may want a few goals for the year, and some for two- or three-month intervals.

4. Be specific. "To find a job" is too general; "to find and research five job openings before the end of the month" is better. Sometimes a more general goal can become the long-term aim, and you can identify some more specific goals to take you there.

5. Share your goals with someone who cares if you reach them. Sharing your intentions with your parents, your best friend, or your teacher will help ensure success.

6. Write down your goals and put them where you will see them. The more often you read your list, the more results you get.

7. Review and revise your list. Experiment with different ways of stating your goals. Goal setting improves with practice, so play around with it.
Writing an Effective Goal Statement

Rules for writing goal statements:

1. Use clear, specific language.
2. Start your goal statement with TO + a VERB
3. Write your goal statement using SMART Goal Criteria
4. Avoid using negative language. Think positive!

An example of a goal statement:

- To run the mini marathon in May and complete the 10 mile race in under 1 hour to beat my personal best time.

Notice how the above example begins with the word “To”, includes the verb “run”, and tells what (the marathon), why (to beat personal best time) and when (May).

Activity

Use this worksheet to identify the specific SMART criteria you will use to write your goal statement.

What is your basic goal? ____________________________________________

   S

2. Is it **measurable**? How will I measure progress? (How many? How much?)
   M

3. Is it **attainable**? (Can this really happen? Attainable with enough effort? What steps are involved?)
   A

4. Is it **realistic**? (What knowledge’s, skills, and abilities are necessary to reach this goal?)
   R

5. Is it **timebound**? (Can I set fixed deadlines? What are the deadlines?)
   T

My Goal Statement

Use the SMART worksheet you just completed and the rules above for writing a goal statement. This should be a work-related goal that you would like to achieve in 12 months or less. Repeat this exercise as needed to write other goal statements.