

## Counselor/Teacher/Other Adult Directions

1. Go to [www.reccs.org](http://www.reccs.org) website.
2. Access Recommendation form under "Scholarship Tab"
3. Go to the bottom of all the directions, Access:
  - a. "Recommendation Form for all RECCS Scholarship Applications"
4. Rate the Student Applicant on the following criteria:
  - a. Motivation
  - b. Leadership
  - c. Emotional Maturity
  - d. Character
  - e. Potential
5. Upload a Reference Letter **OR** Answer the reference questions
6. IF YOU ARE THE HIGH SCHOOL COUNSELOR:
  - a. Upload Student Transcript
  - b. Upload OR Report Student Test Scores if applicable
7. Submit your recommendation form.