



The Rotary Vocational Fund of Arizona (TRVFA)

TRVFA Instructions for Rotary Clubs:

If you are contacted by TRVFA Application Processing asking you to sponsor an applicant, you should first determine if your club is interested in sponsoring the student. Yes or No, you just need to respond to us with your answer. If your answer is yes and the club has a Vocational Service Chair, they may be the ideal person to work with us and lead the interview, however, the club may use any group of members to do the interview.

Once we have your OK, we provide the student's application and club certification form. The club then invites the student to a club meeting for them to meet the club and the club members to meet the applicant. It is a good time to give them 2-3 minutes to address the club as to who they are and why they are there. The actual interview is completed after the club meeting using 3 or 4 club members.

Interview questions may be determined by the club interviewing team members. Questions should assist a club in determining a student's likelihood of success in his/her training and future employment.

Some suggested questions you may consider:

1. What motivated the student to choose their field of study.
2. What are the student's career goals or aspirations after completing his/her training? – and – How will these be achieved?
3. How will the student pay for his/her training beyond the funding provided by TRVFA?
4. How long will the education or training take to complete?
5. Will the student be available to attend club meetings from time to time to update the club members on his/her educational and employment progress?
(It is particularly important, at a minimum, to have the student return to speak to your club after they have completed their training and become employed.)
6. What kinds of extracurricular or community service activities is the student involved in?
*(It is also OK to **invite** (but not require) them to help with a club community service project.*
7. What does the student know about Rotary?
(This is your opportunity to give them a short over-view of what Rotary is all about.)

After completing the interview, the club will make a recommendation regarding whether to sponsor the student or not. This is done by completing and returning the Club Certification form provided to you by Grant Application Processing. *(Return instructions are listed on the form.)*

One last request: Would you please take a couple of photographs of each successful applicant. 1. A good portrait shot against a neutral background if possible. 2. A full length shot against a neutral background. You may email them with the Certification form or send to me via my phone.

Grant Application Processing Contact:

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