

Roman & Janet Brunner Memorial Scholarship – Information Sheet

Requirements for Recommendation Letters

- **Applicants must provide three recommendation letters.** One must be from the high school band director, Mr. Tom Busch. The other two may be from other adults who can attest to the success of this student in a post-secondary setting, such as current teachers, coaches, advisors, club leaders.
- **Topics that should be included in the recommendation letter are as follows.**
 - Likelihood of this student's success in a college setting and completing the instrumental music education program
 - Information about his/her academic success and habits
 - Involvement in extracurricular offerings during high school, especially band in Mr. Busch's letter
 - Why you feel this student deserves to receive this scholarship
 - Any examples of the student's integrity, character, and leadership

What the selected recipient needs to do to receive scholarship money

The **financial award** for the scholarship will be made to the recipient in January 2026. The award will be mailed directly to the student upon **submission of satisfactory first semester grades** from a college or university as well as **Re-enrollment verification for the following spring semester as a major in Instrumental Music Education.**

Please send a grade transcript for fall semester of 2025 and a full-time re-enrollment verification (spring 2026 schedule) to the following address:

**Mary Smith
135 E. Green Bay Street
Pulaski, WI 54162
(920) 676-7235**