

# Instructions for Filling out Scholarship Applications

**Times New Roman 12-Font Type required on all Application Forms (unless otherwise noted).**

**Scholarship applications must include all documents in the following order:**

- 1) **Completed Scholarship Application**
- 2) **Completed Resume Form**
- 3) **Completed Recommendation Form #1**
- 4) **Completed Recommendation Form #2**
- 5) **Signed release of Information Form**
- 6) **Unofficial High School Transcripts attached for grades 9-12**
- 7) **Completed Community Service form (if required)**
- 8) **Completed Essay (if required)**
- 9) **Completed Financial Application (if required)**
- 10) **Proof of attendance at a particular elementary school (e.g., report card, letter from Registrar etc. (if required)**

**Please Note:** The award of all donor scholarships is dependent on funding received from the scholarship donor(s).

**Date:** Enter date you complete application.

**Name of Scholarship:** Enter name of scholarship you are applying for. *For ease of submitting multiple applications it is suggested that you type in all application information except Name of Scholarship, print out as many applications as you need, and then fill in the Name of Scholarship.*

**Name:** Enter your full name: Last Name, First and Middle

**Address:** Enter your full address including zip code

1. **Schools Attended:** This information is necessary for eligibility for scholarships sponsored by the PTO's and you must include proof of attendance (see #10 above).
2. **College:** Enter names of college(s) or other school(s) you have applied to or plan to attend and the program in which you are interested.
3. **Biographical Summary of your Uniqueness:** list and describe your abilities/talents (achievements, awards, extra-curricular activities, community activities or service, employment, or other items) that may be of special interest to the scholarship reviewers on the **RESUME FORM Part 1**.
4. **Educational Goals/Career Objectives:** Indicate what the career field you are interested in and your educational goals and how you plan to achieve these goals (who you are now and who you want to be) on the **RESUME FORM Part 2**.
5. **Scholarship Impact:** If you received this scholarship write a brief statement about how that would impact you.
6. **Signatures:** Sign your name and have a parent/guardian sign his/her name to release information to the scholarship committee. Include date. **BE SURE THAT THE FORM IS PROPERLY SIGNED.**
7. Sign **Release of Information** form.
8. Attach a copy of your **unofficial high school transcripts** for grades 9-12.
9. Any scholarships that include **Community Service** in the eligibility criteria requires the student to fill out the Community Service Form.
10. Any scholarships that include **Financial Need** in the eligibility criteria (noted by \*) requires the student to fill out the financial application, have a parent/guardian sign and submit it along with scholarship application.
11. Any student applying for scholarships that include an **Essay** in the eligibility criteria (noted by \*\*) must type the essay and submit it along with scholarship application.

**Deadline to submit scholarship applications to your school's Career Center:  
Wednesday, March 4<sup>th</sup>, 2020 at 2:30 p.m.**