LOCAL SCHOLARSHIP LISTING MEMO (Read Thoroughly)

- Review the scholarship listing carefully. Please note RESTRICTIONS and CRITERIA needed for each scholarship. At this point, you can decide which scholarships you can apply for.

- The scholarship application folders are set up alphabetically as listed on the attached scholarship listing (name in CAPS and UNDERLINED)

- Use the “Generic Application”, unless it states otherwise. See attached Generic Form. If you are going to complete application in your own handwriting you can fill out this form once, photocopy it and add the name of the scholarship to the top, or if you wish to type the application, a Fillable Application is located in the Common Folder named “0-2020 Scholarships” and on the school website. See Attached Instructions on how to only do this application once

- If it states “Must be submitted on form provided”, look for the form provided in the folder. It MUST be submitted on their form. READ ESSAY REQUIREMENT CAREFULLY - Some of the applications look like the Generic, but the ESSAYS differ on the applications.

- ALL COMPLETED APPLICATIONS MUST HAVE A TRANSCRIPT ATTACHED. Count up the total number of transcripts needed and see Ms. Jennings to make you the required number of copies.

- Be sure to SIGN all applications and attach letters of recommendations, when asked for. IF LETTER IS NOT REQUESTED, DO NOT ATTACH ONE!

- Scholarship Recommendation Letter Outline – Copy attached with instructions on form how to complete.

- All completed applications must be returned to the completed folders in the Counseling Office by OUR deadline of March 23rd.

  - Please fill out all applications NEATLY, Carefully
  - and Completely.

- College Attending - List your first choice

- Essays - Personal narratives should be about your goals for college, why you think you worthy to receive scholarship support, and what you would like to do with your life.

- Financial Aid information - If not sure of amount, see Mr. Rogers.

- Extra-curricular, out of school activities, awards, etc, you can type up resume and on application write "See Attached".

- DO NOT STAPLE ATTACHMENTS TO APPLICATIONS, PAPERCLIP ALL MATERIALS WHEN COMPLETED!!!!

THE DEADLINE TO RETURN COMPLETED APPLICATIONS IS MARCH 23rd NO EXCEPTIONS!!!