Completing the Application…

**STEP ONE: Cover Sheet**
- Complete the General Scholarship Application Cover Sheet. Type or print clearly.
- Make as many copies of the Cover Sheet as scholarships for which you are applying. Fill in the “name of scholarship” line for each one.

**STEP TWO: General Scholarship Application**
- Complete the actual application form. Incomplete applications may not be accepted.

**STEP THREE: Official Transcript**
High School Students: Submit one official high school transcript. It should include the courses you’ve taken, your grades, GPA, class rank, and SAT or ACT scores. If you’ve already taken college classes, also include a copy of your college transcript.

*College and Graduate Students: Submit only your official college transcript.*

*Continued on back…*
STEP FOUR: Letter of Recommendation

High and Graduate School Students:
Include a letter of recommendation from your guidance counselor, teacher, coach, employer, clergy, or another adult who knows you, but is not a family member.

*Note: Letters must be typed or neatly written, be on official letterhead, and contain the writer’s full name, title, address, and phone number.*

STEP FIVE: Student Aid Report (SAR)

Submit one copy of your SAR. If you haven’t yet received your SAR, check that box on the Cover Sheet “checklist” and send it when you receive it.

STEP SIX: Essay

Include a copy of the essay that you submitted as part of your college admissions package or an essay that was submitted as a class assignment

OR:

If you are applying for a scholarship that requires a specific essay, submit that instead.

STEP SEVEN: Other Materials

Check the “To Apply” section of the scholarship’s listing to see if they require anything different from, or in addition to, the General Scholarship Application.

STEP EIGHT: Cover Letter (optional)

You might want to include a cover letter to:

- thank the scholarship contact person or committee for the opportunity to apply for the scholarship,
- describe any additional significant information you weren’t able to include in the application materials, and/or
- give reasons why you’re a good candidate for the award.

STEP NINE: Submitting your application

Submit your application to the address listed in the “to apply” section in each listing.

GOOD LUCK!
Use only for scholarships with this symbol *  

COVER SHEET

I have enclosed the following materials.  
(Please note that incomplete applications may be ineligible for consideration.)

☐ General Scholarship Application Cover Sheet  
☐ Official high school transcript (grades, GPA, class rank, and SAT or ACT scores)  
☐ Official college transcript (if you have taken any college courses)  
☐ Letter of recommendation  
☐ SAR (Student Aid Report)  
☐ I have not yet received my SAR but will send it to you by _______________(date).  
☐ Essay  
☐ Cover letter (optional)  
☐ Additional materials required for this scholarship (list below)

Name of Scholarship: ________________________________

Applicant Information

Full legal name: ___________________________________  
LAST  FIRST  MIDDLE

Social Security Number: _____________________________  ☐ Male  ☐ Female

Mailing address: ____________________________________

Phone number: ___________________________ Email address: ____________________________________

Educational History

HIGH SCHOOL

Name: ________________________________________________

Address: ___________________________________ Phone: __________________

Guidance Counselor’s Name: ___________________________  Actual or expected date of graduation: __________/________

If you have attended more than one high school, please attach a separate piece of paper with the high school name(s), address(es), dates you attended, and reason for leaving.

COLLEGE

If you have not taken any college courses, leave this section blank.

College name: ____________________________________________

Address: ___________________________________ Phone: __________________

Name of Academic Advisor: ________________________________

I am a  ☐ full-time  ☐ part-time college student.  Actual or expected date of college graduation: __________/________

If you have attended more than one college, please attach a separate piece of paper with the college name(s), address(es), dates you attended, and reason for leaving.
Employment History
If you have worked regularly, please include it below. You may list the informal work that you have done such as a baby-sitter, chore-helper, or other similar type of work, but you do not need to provide the names of the families for whom you have worked. If you have a resume you may attach it.

Name of employer: __________________________________________________________
City, State: __________________________________________________________________
Type of work: __________________________________________________________________
Dates employed: from __________ to __________       Average number of hours worked per week: ______________

MONTH / YEAR       MONTH / YEAR

Name of employer: __________________________________________________________
City, State: __________________________________________________________________
Type of work: __________________________________________________________________
Dates employed: from __________ to __________       Average number of hours worked per week: ______________

MONTH / YEAR       MONTH / YEAR

If you have had additional employers, please attach the names of the employer(s), city, state, type of work, dates employed, and average number of hours worked per week on a separate sheet of paper.

Volunteer and Community Service
Name of organization: _________________________________________________________
City, State: __________________________________________________________________
Type of service: __________________________________________________________________
Dates volunteered: from __________ to __________       Average number of hours volunteered per week: ______________

MONTH / YEAR       MONTH / YEAR

Name of organization: _________________________________________________________
City, State: __________________________________________________________________
Type of service: __________________________________________________________________
Dates volunteered: from __________ to __________       Average number of hours volunteered per week: ______________

MONTH / YEAR       MONTH / YEAR

If you have had additional volunteer and community service experiences, please attach a separate sheet of paper with the name of the organization(s), city, state, type of service, dates you volunteered, and the average number of hours volunteered per week.

Extracurricular, Sports, and other Activities
Briefly list the clubs, sports, and other activities in which you have been involved, and indicate any leadership positions held, awards, or accomplishments.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Positions, Awards, Accomplishments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
</tbody>
</table>
**College Applications**

If you are a graduating high school senior, list the name(s) of the college(s) you have applied to and the status of your application(s). If you are already in or have graduated from college, leave this section blank.

College Applied To

1. _____________________________
   Amount of financial aid offered by college: $________
   Status: □ pending  □ deferred  □ denied  □ accepted

2. _____________________________
   Amount of financial aid offered by college: $________
   Status: □ pending  □ deferred  □ denied  □ accepted

3. _____________________________
   Amount of financial aid offered by college: $________
   Status: □ pending  □ deferred  □ denied  □ accepted

4. _____________________________
   Amount of financial aid offered by college: $________
   Status: □ pending  □ deferred  □ denied  □ accepted

5. _____________________________
   Amount of financial aid offered by college: $________
   Status: □ pending  □ deferred  □ denied  □ accepted

**Field of Study**

College Major(s): ____________________________________________________________

Graduate School Major: (complete only if you are in or entering graduate school)__________________________

Future Career Goals: ____________________________________________________________

Please list the name(s) of any other scholarship(s) you have applied for, and the status of your applications.

1. Scholarship Name: ____________________________________________
   Awarding Organization: ______________________________________
   Amount applied for: $________
   Status: □ pending  □ awarded $_____  □ denied

2. Scholarship Name: ____________________________________________
   Awarding Organization: ______________________________________
   Amount applied for: $________
   Status: □ pending  □ awarded $_____  □ denied

3. Scholarship Name: ____________________________________________
   Awarding Organization: ______________________________________
   Amount applied for: $________
   Status: □ pending  □ awarded $_____  □ denied

4. Scholarship Name: ____________________________________________
   Awarding Organization: ______________________________________
   Amount applied for: $________
Family Information
If you are an emancipated minor, head of household, or self-supporting adult, you may leave this section blank.

Mother or Guardian (if guardian, please indicate relationship to you, e.g., foster parent, aunt, grandmother, sibling, etc.)
Name: ____________________________________________
Address: ____________________________________________
Phone number: ____________________________ Email address: ____________________________

Father or Guardian (if guardian, please indicate relationship to you, e.g., foster parent, grandfather, uncle, sibling, etc.)
Name: ____________________________________________
Address: ____________________________________________
Phone number: ____________________________ Email address: ____________________________

Number of siblings:_______ Ages of siblings:_______________ Number of siblings attending college in 2008-2009:_____
Other dependents living in your home, e.g., grandparent(s), relative(s), foster child(ren), etc.:
Number: _______ Relationship: ____________________________

Additional Information
Please use this space to briefly explain any personal or family circumstances or information that you would like the scholarship award committee to take into consideration when reviewing your application:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

The undersigned hereby certifies that the information provided in this application is true to the best of their knowledge. Knowingly providing erroneous or misleading information will render this application ineligible for consideration.

STUDENT APPLICANT
DATE

PARENT/GUARDIAN (If Applicable)
DATE