

Scholarship Application Checklist

REMEMBER.....

- ✓ **Know your deadlines – GET ORGANIZED!!**
- ✓ **Set up a filing system: binders, folders, whatever works best for you**
- ✓ **Set up a checklist for each scholarship—requirements can be different**
- ✓ **USE YOUR FLEX TIME TO WORK ON THIS!!**

OCTOBER-NOVEMBER

- Go to www.okawvalley.org** (Guidance-scholarships) become familiar with scholarship applications
- Download/print the scholarship applications in which you're interested
- Select the people you want to write letters of recommendation, personally request their support and give them the details of the scholarship in which they're supporting you

DECEMBER

- Begin filling out your selected applications, remembering to use your checklists and filing system
- Begin writing the rough drafts of any required essays, carefully following the specific requirements of each scholarship
- Check in with each person who is writing a letter of recommendation for you, reminding them of your deadline...they're busy and may have forgotten

JANUARY

- Request copies of your transcripts using the enclosed form, including the first semester grades of your senior year, so you can be ready to provide copies for each application
- Create an "Extra-Curricular Activity and Service Resume" (See back of this sheet for example)
- Ask your English teacher(s) to critique the rough drafts of your essays

FEBRUARY

- All applications should be completed (have someone look them over...a second pair of eyes can spot things that escape you as the writer)
- VISIT YOUR CHECKLISTS**...have you overlooked anything?

MARCH

- Final copies of all essays should be completed; again, have someone else proof them for you
- Compile all components of each application, paying close attention to your checklist and making sure there are NO missing components
- Make a copy of all completed applications for your files
- Staple the contents of each application together so loose papers aren't lost

APRIL

- Deliver each application in a separate envelope or folder to your counselor before the deadline- OR mail directly to address given on the application