





General Scholarship Application Instructions

Use this application if the scholarship you want to apply for includes this symbol  in the listing. This includes both scholarships for college and graduate school.



READ THIS FIRST:

- ✓ Read the scholarship listing to see what else is required. Some scholarships require additional materials or an interview.
- ✓ Check each deadline. Scholarships that accept the General Scholarship Application do not all have the same deadline.
- ✓ Check where to send the application. It may be different for each scholarship for which you apply.

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.

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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.





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.

Activity

Positions, Awards, Accomplishments

1. _____

2. _____

3. _____

4. _____

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	Status
1. _____ Amount of financial aid offered by college: \$ _____	<input type="checkbox"/> pending <input type="checkbox"/> deferred <input type="checkbox"/> denied <input type="checkbox"/> accepted
2. _____ Amount of financial aid offered by college: \$ _____	<input type="checkbox"/> pending <input type="checkbox"/> deferred <input type="checkbox"/> denied <input type="checkbox"/> accepted
3. _____ Amount of financial aid offered by college: \$ _____	<input type="checkbox"/> pending <input type="checkbox"/> deferred <input type="checkbox"/> denied <input type="checkbox"/> accepted
4. _____ Amount of financial aid offered by college: \$ _____	<input type="checkbox"/> pending <input type="checkbox"/> deferred <input type="checkbox"/> denied <input type="checkbox"/> accepted
5. _____ Amount of financial aid offered by college: \$ _____	<input type="checkbox"/> pending <input type="checkbox"/> deferred <input type="checkbox"/> denied <input type="checkbox"/> 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.

	Status
1. Scholarship Name: _____ Awarding Organization: _____ Amount applied for: \$ _____	<input type="checkbox"/> pending <input type="checkbox"/> awarded \$ _____ <input type="checkbox"/> denied
2. Scholarship Name: _____ Awarding Organization: _____ Amount applied for: \$ _____	<input type="checkbox"/> pending <input type="checkbox"/> awarded \$ _____ <input type="checkbox"/> denied
3. Scholarship Name: _____ Awarding Organization: _____ Amount applied for: \$ _____	<input type="checkbox"/> pending <input type="checkbox"/> awarded \$ _____ <input type="checkbox"/> denied
4. Scholarship Name: _____ Awarding Organization: _____ Amount applied for: \$ _____	<input type="checkbox"/> pending <input type="checkbox"/> awarded \$ _____ <input type="checkbox"/> denied



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