

## What you need to know when filling out Scholarships and Awards

Criteria vary for each scholarship. Not all scholarships are based on academic achievement. Apply for any scholarship or award that you think you qualify for. The more scholarships and awards you apply for, the better your chances of success. You can not be successful if you do not apply.

### **TIPS FOR SUCCESS**

- ❖ Be neat, this will be the first impression the donor will have of you.
- ❖ Make a copy of the application and do your rough work on that copy.
- ❖ Print using black ink; use correct grammar and full sentences that are free from spelling errors.
- ❖ Fill in all the spaces of the application that apply to the scholarships and awards that you are applying for. If possible, your career goals should express your desire to contribute to society on some level. Example: As a webmaster, I would like to make information easily and readily accessible to users.
- ❖ Extracurricular activities and community service information should include the name of the club or service group where you volunteered, a description of the duties you were required to perform, how long you were involved, and what you feel you contributed over and above any assigned duties.  
Extracurricular activities might include students' council, the yearbook, the student newspaper, athletics, or other school related activities. Community service can include volunteer work in your neighborhood, town, city, or church.  
Hint: No detail of your involvement is too small when applying for a Scholarship; more is better.
- ❖ If a letter of reference is required, give the person at least a week to prepare. Supply a copy of the scholarship requirements so they can be addressed specifically in the letter. Include your personal information, your address, and a self addressed stamped envelope if the reference letter is to be mailed. Letters of reference can be obtained from such persons as an instructor, an employer, a committee chair, or the person in charge at any organization where you do volunteer work.
- ❖ If interviews are part of the process, treat it like a job interview. Arrive prepared, have a portfolio of your extracurricular activities and community service work, sell yourself; take credit for a job well done.
- ❖ If you have a question or if you need help, don't guess! Help is available through the Student Funding and Awards Office.
- ❖ Be Honest
- ❖ Remember to submit the application on time!

### **A tip for the future**

It is never too late to get involved!

The larger the dollar value of the scholarship, the more likely the qualifications will include involvement in extracurricular activities and/or community service.

When you get involved, keep your instructors and the chairperson of your program up to date. Many nominations for scholarships start with them.