

# Scholarship Checklist

## Community Service

- Volunteer (best if it's related to your career interest) and remember quality is better than quantity
- Record volunteer hours on *Community Service Form* and have community rep sign it

## Recommendation Letters

- Read over the *Letters of Recommendation: Who to ask, what to give them*
- Complete the Letter of *Recommendation Request Form* to hand out (teachers, counselor, employer, community leader)
- Keep several original recommendation letters on hand
- Write the letter writer a thank you note

## Résumé

- Enhance your leadership experiences by reading *Leadership Experience*
- Create a résumé and keep it updated

## Essay

- Complete *Life Purpose Statement & My Vision, Dreams, and Goals for My Future* activities
- Read through *Scholarship Essay Tips*
- Write a generic scholarship essay following tips from *Writing the Winning Scholarship Essay* as well as *Brainstorming Using Linking* and look over the Essay Examples provided
- Use *Examples of Obstacles* if you are struggling to think of an obstacle to write about and *How Can I Transform Painful Memories?* if needed
- Save every revision to possibly use for other scholarships

## Transcripts

- Request several copies of your high school transcript from [www.Parchment.com](http://www.Parchment.com) (keep in sealed envelope)
- Make sure you are on track to graduate

## Test Reports

- Register and take the SAT, ACT &/or TSI Assessment
- Keep a copy of your scores

## College Acceptance Letters

- Complete college admission application(s)
- Keep a copy of your acceptance letter(s)

## FAFSA (SAR report)

- Apply for FSA ID [www.StudentAid.gov/fsaid](http://www.StudentAid.gov/fsaid) (you and your parent)
- Find videos and other FAFSA resources here: <http://www.collegeaccess.org/FAFSA>
- Complete the FAFSA application <https://fafsa.ed.gov/> and print completed application for your records
- Print a copy of your SAR for your records

## Scholarship Tracker

- Spend a set time each week applying for scholarships
- Keep details in Tracker spreadsheet

## Scholarship Application

- Follow directions carefully
- Mail in large brown envelope
- Keep a copy for your records