



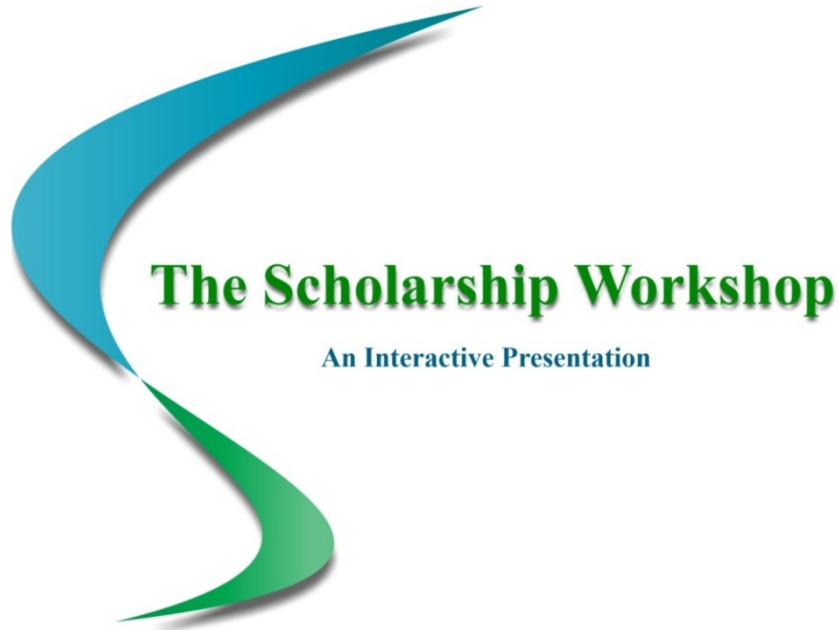
from Marianne Ragins
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Conducted by
Marianne Ragins

Author of *Winning Scholarships for College: An Insider's Guide*
and
College Survival & Success Skills 101

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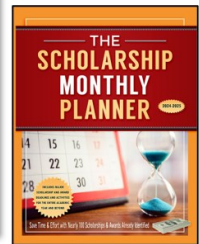
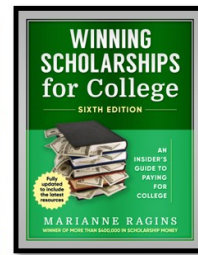
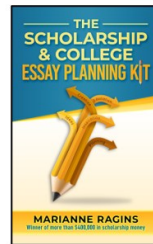
The Research

The Library Search (List places to search as discussed in the workshop)

Reference Books & Magazines

The following list of books and magazines are examples of resources to use for finding scholarship information. If you wish to obtain copies of the books listed below, please visit www.scholarshipworkshop.com and select *Bookstore* or visit your local bookstore.

Winning Scholarships for College
The Scholarship Monthly Planner
The Scholarship and College Essay Planning Kit
Senior Year Head Start
Last Minute College Financing Guide
College Survival & Success Skills 101
Pay for College Using the Internet and Social Media
Scholarships for Middle Class Students
The Scholarship Success Toolkit
Peterson's Scholarships, Grants & Prizes
Ultimate Scholarship Book
How to Write a Winning College Application Essay
How to Prepare for the PSAT/NMSQT (National Merit Scholarship Qualifying Test)
The College Board Scholarship Handbook
Scholarships for Study in the USA & Canada



NOW AVAILABLE
THE SCHOLARSHIP TUTORIAL USB
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The Local Search (List places to search as discussed in the workshop)

**The Local Search –
Community
Organizations**

The Scholarship Hunt - Local

**Arlington Lodge #58
Scholarship Criteria**

Purpose

This document establishes the guidelines which students must meet before awarded a scholarship.

Guidelines

- A. With available monies donated by the Bee Hive Club, Arlington Lodge #58 will provide financial support to students who meet criteria.
- B. This document/scholarship is also for a one-year period of time.
- C. The number and amount of awards will depend on the number of applications received and the amount of funds available.
- D. Scholarship/awards will be given at the annual Scholarship Program.
- E. All awards will be made payable to the college or university in the recipient's name.

Qualifying Factors

All students must complete an application that shows the following:

- A. Financial need;
- B. Possess a grade point average (GPA) of 2.5 or better;
- C. Provide a letter of acceptance from an accredited college or university;
- D. In pursuit of an Associate or Bachelor degree or equivalent.

Application Process

- A. Eligible students will submit a completed application to the committee no later than March 15, 2002. Late applications will not be considered.
- B. Arlington Lodge's Scholarship Committee will meet the week of March 18, 2002 to discuss all valid applications and make recommendations.
- C. All Recipients or a family member must be present to receive the award.

**Arlington Lodge #58
Scholarship Criteria**

Purpose

This document establishes the guidelines which students must meet before awarded a scholarship.

Guidelines

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- E. All awards will be made payable to the college or university in the recipient's name.

Qualifying Factors

**The Local Search –
Example
Organizations**

***Elks Club
Optimist Club
Sorooptimist Club
Masons
Rotary Club
Lions Club
Knights of Columbus
Jaycees***



**The Local Search –
School Related
Example
Organizations**

*(may have national
scholarship programs)*

***Beta Club
National Honor Society
DECA
Girl Scouts
Mu Alpha Theta
Golden Key National Honour Society (current college students)
National Association for Campus Activities (current college students)***

For each organization type, list those you think could have an opportunity in your community.

Local Clubs & Organizations

Companies & Banks

Radio & TV Stations

TELEPHONE CALLS (WHAT SHOULD YOU SAY?)

Other Places to Search & Unusual Opportunities

(Texting, Blogging, Video, Crowdfunding)

FINDING MONEY SOURCES



Short List of Sites You Can Use for an Internet Search

You can visit many other sites for scholarship information on the Internet. These are meant to give you an idea of the sites that are available. Visit www.scholarshipworkshop.com for links to these and many others. For step-by-step instructions on using the Internet to conduct a scholarship search, including where to start, what to do, and when to start, get "10 Steps for Using the Internet in Your Scholarship Search."

General Financial Aid & Scholarship Information

www.scholarshipworkshop.com
www.finaid.org
www.collegeboard.org
www.ed.gov

Specific Scholarship Searches

www.fastweb.com
www.scholarships.com
www.unigo.com
<https://scholarshipamerica.org/students/browse-scholarships/>
www.iefap.org or www.internationalscholarships.com (for international students and study abroad opportunities)

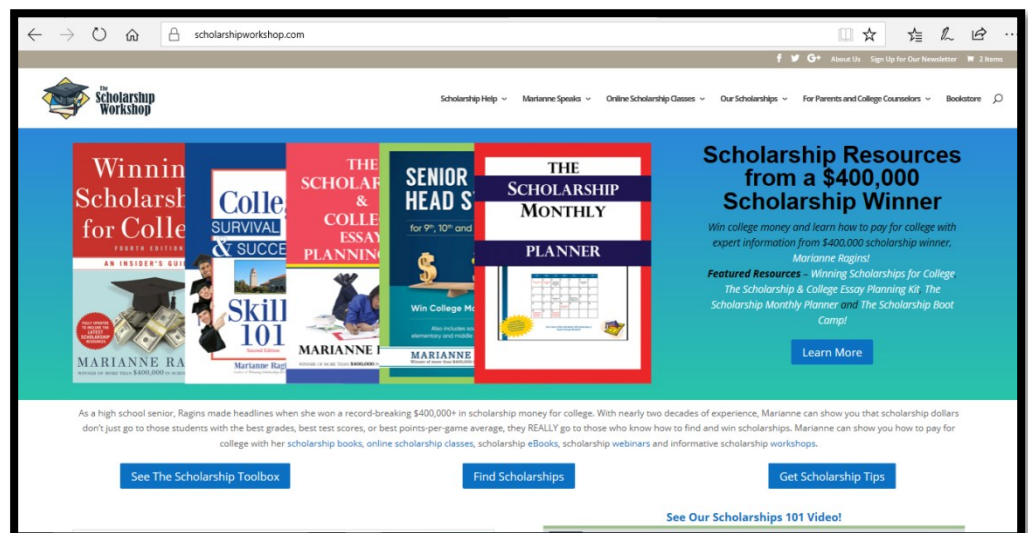
General Scholarship Searches & Information (other web sites, newspaper, and magazine articles)

www.google.com
<https://www.ptk.org/programs/ptk-connect/> (specifically for community college and transfer students)

Scholarship Programs on the Internet

www.coca-colascholars.org
www.elks.org
www.vfw.org

The Internet Search -
www.scholarshipworkshop.com





Sample College/University Letter

Your street address

Your city, state, and zip code

December 1, 20XX

Name of Admissions Director

Director of Admissions

The name of the college you are writing to

City, State, Zip Code

Dear *Name of Admissions Director*:

The time is rapidly approaching for me to choose a college. I am currently a *senior* at *Anytown High School* and will be entering college in the *fall* of the year *20XX*. I am interested in *Anytown College* as a possible choice. Therefore, I would like to request a catalog and applications for admission and financial aid to help me become more familiar with *Anytown College* and the requirements needed to apply. I am also interested in reviewing any brochures about your institution, especially those relating to *internships, pre-professional programs, and financial aid*. I appreciate your assistance.

If you need additional information from me, I can be reached by calling (703) 555-1212. Or, you can e-mail me at *tmgfs@aol.com*.

Sincerely Yours,

Your signature

Your name, typed

**Items in italics and small type can be changed.*

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Sample Private Scholarship Inquiry Letter

(This letter can be used for banks, churches, sororities, and other private organizations.)

Your street address

Your city, state, and zip code

December 1, 20XX

Example Scholarship Program (EWISP)
Example International
0000 South 2300 East Boulevard
Salt Lake City, UT 0000

To whom it may concern:

I would like to receive more information about the scholarship(s) and/or award(s), listed for your organization in various resource materials. I would also like to receive an application as well as notification of special guidelines, deadlines, or other pertinent information, if any. Please send this information as soon as possible. I have enclosed a self-addressed stamped envelope for your use.

If you need additional information from me, I can be reached by calling (703) 555-1212. Or, you can e-mail me at tmgfs@aol.com.

Thank you for your assistance,

Your signature

Your name, typed

**Items in italics and small type can be changed.*


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Winning Elements - Tips for Standing Out in a Crowd

The Application - Winning Elements



UNIVERSITY OF OREGON

April 02

[Redacted]

Dear [Redacted],

Thank you for confirming your plans to attend the University of Oregon beginning with the fall 2001 term. If for any reason you determine that it will not be possible for you to enroll next fall, please write to me immediately so we can adjust our records. We are very excited that you have decided to continue your education with us!

We feel you have made an excellent decision by choosing a university that offers a broad array of outstanding academic programs and opportunities for extra-curricular activity. You will be part of a stimulating academic environment and have the opportunity to study with faculty members who have achieved distinction in their fields. You can be justifiably proud of a degree earned at the U of O.

Now it is time to get down to the business of preparing you for your arrival! Enclosed you will find a number of important items to be read, completed and returned to the appropriate offices. The attached list provides information on each form. Please call our office at 1-800-BE-A-DUCK if you have any questions.

We look forward to seeing you on campus in the fall. Welcome to the University of Oregon!

Sincerely,

[Redacted]

Enclosures:
IntroDUCKtion Reservation Information
Vital Information for Fall 2001 Sheet
Revolving Charge Account Agreement Form
Personal Health History Form
Disability Services Postcard
Estimated Expenses 2001-2002 & Academic Calendar

OFFICE OF ADMISSIONS
1217 University of Oregon Eugene OR 97403-1217 (541) 346-3201 Fax (541) 346-3835
E-mail: uoadm1@uoregon.uoregon.edu World Wide Web: <http://darkwing.uoregon.edu/~admit>

Coastal Tides

*Regional Winner - Red Clay & Skyscrapers
Georgia Alliance for Public Education*

By Angel Ragins

The tide steadily rises
The descending dusk enshrouds me as
I wander away from the hotel. Tall buildings
loom over me like shadowy figures from the
underworld as I look to the right. Yet, on my left
is the deceptive calm of the ocean talking me
into a melancholy mood. The cool sand soothes
my feet even as its gritty residue lingers be-
tween my toes creating a peculiar sensation. A
sense of well-being pervades my being.

*Georgia is a
wonderful place to get
to know the ocean.*

My senses are magnified a thousand
times as I become aware of minute details like
the crunch of delicate seashells as I walk upon
them, the soothing water whispering over my
toes when I venture into the water. It awakens
a feeling of one lone person in an ocean larger
than sight alone can see. Yet, I am surrounded
by the sounds of the ocean, the wandering
breeze molding my shirt to my body, my hair
caressing my face and the solitary beat of my
footsteps upon the sand. The water gently
lapping over those footsteps alert me to the
danger of the tide's still steady rising. I leave
the shore and wander back to the hotel. Geor-
gia is a wonderful place to get to know the
ocean. I was ten when I first saw it, and I still
love it.

The tide steadily rose

Acceptance Letter

Short Essay from a High School Literary Magazine



Building Your Résumé

To build or add to your résumé, list activities you are involved in NOW and in PREVIOUS years under past and present. Under future activities, think of those you can START to get involved in for next year and beyond especially if you need to add more in these areas to help you become more WELL-ROUNDED.

Remember These Key Words for Your Résumé:

Consistency

Community service

Leadership

Well-Rounded

Organization

To complete your résumé follow the examples and notes in italics. And make sure you delete future activities.

Departmental Clubs/Activities * Here list all activities you are involved in at your institution *

*Academic Bowl Team 9th - 12th * List activity and grades in which you participated **

*Captain 11th * List any positions of leadership held and the grade held as a subheading **

Drama Club 9th - 12th

Salmagundi Literary Magazine 10th - 12th

Assistant Editor 10th Co - Editor 11th Editor - in -

Chief 12th

President's Council – 2027 - present

Vice President – 2026

Caribbean Student Alliance – 2027 - 2028

Southern California Academy of Sciences – 2028 to present

PAST & PRESENT ACTIVITIES

FUTURE ACTIVITIES

Honorary Clubs * List all clubs you have been inducted into for good performance *

Mu Alpha Theta 10th - 12th

National Honor Society 10th - 12th

The National Dean's List 2029

PAST & PRESENT ACTIVITIES

FUTURE ACTIVITIES

Community Service/ Clubs/Activities * Clubs/activities within or for the community*

*Macon Telegraph and News Teen Board 2026-2029 * List the year(s) involved **

Red Cross Youth Volunteer 2026 - 2029

Y- Club 2024 - 2028

Vice President 2026 -2027

Toys for Tots 2024, 2026 - 2029

PAST & PRESENT ACTIVITIES

FUTURE ACTIVITIES

Awards/Honors * List awards won throughout high school. Include certificates of participation. *

Best Poem in State - Georgia Scholastic Press Association

National English Merit Award

Certificate of Participation - Mathematics Meet 2028



**Items in italics and small type are examples and notes for your reference.*

SPECIAL NOTE FOR CURRENT COLLEGE, COMMUNITY COLLEGE AND NON-TRADITIONAL STUDENTS

Activities in the community such as Red Cross, volunteering in a soup kitchen, or even activities with and/or for your kids such as coaching Little League sports teams, being president of the Parent Teacher Association (PTA) or secretary for the youth ministry should be noted.



Many activities may be popular in a school, community, region, or even a state. However, these activities may not be popular elsewhere. If you have an activity or activities that you believe may be unusual, include an explanation of the activity.

For example:

Mu Alpha Theta – National high school and junior college mathematics honor society for student mathematicians and teachers in the United States.

Member

10th – 12th

Or

Macon Telegraph & News Teen Board – Group of students from high schools throughout Macon that assist the local newspaper in reporting stories, gathering photographs, and formatting the layout for the weekly news section devoted to high school students in the community.

Member

2028

Photographer

2029

DON'T FORGET!

Leadership positions, work experience, and sports activities should be added to your résumé as you progress through your high school years.



Objective:

I plan to attend a four-year university where I will major in Communications with an emphasis in Broadcast Journalism. I hope to receive a Bachelor's Degree and become a Sports Broadcaster.

Academic Information:

GPA.....3.96
Weighted GPA.....4.51
Class Rank...9 out of 151
ACT.....27

Extracurricular Activities.....Grade

Varsity Golf.....9,10,11,12
Forensics.....9,10,11,12
Concert Band.....9,10,11,12
Pep Band.....9,10,11,12
Pep Club.....9,10,11,12
Boy Scouts.....9,10,11,12
National Honor Society.....10,11,12
Varsity Quiz Bowl.....10,11,12
Broadcast Journalism.....11,12
Nevada Boy's State.....12
Spanish Club.....9,10
PA Announcer, MV Athletics.....11,12
National Eagle Scout Association.....10,11,12
BSA Order of the Arrow.....9,10,11,12

Community Service.....Grade

MV Strategic Planning Committee...10,11,12
MV Visioning Process.....9,10,11,12
Moapa Valley 4th of July Committee.....11,12
Relay For Life Master of Ceremonies.....11
Nevada Youth Legislature.....12
Make A Difference Day.....9,10,11,12

Offices Held.....Grade

Captain, Varsity Golf.....10,11,12
Baritone Section Leader, Pep Band.....11,12
Youth Committee Chair, MVSCP.....10,11,12
Captain, Varsity Quiz.....10,11,12
Vice-Chair, NV Youth Legislature.....12
Treasurer, Pep Club.....12
Assistant Junior Scoutmaster.....11,12
Sports Editor, Broadcast Journalism.....12

Awards and Honors.....Grade

Most Valuable Player, Varsity Golf.....10,11
Eagle Scout10
Most Valuable Player, Varsity Quiz.....11,12
NV 3A Forensics State Champion.....9,10,11
MVHS Student of the Month.....9,10,11
MVHS Athlete of the Month.....10,11
VFW Voice of Democracy Finalist.....10,11,12
VFW Eagle Scout of the Year.....12
Varsity Letter, Golf.....9,10,11,12
Varsity Letter, Quiz Bowl.....10,11,12
Varsity Letter, Forensics.....9,10,11,12
NFL National Tournament Qualifier.....10

Work Experience:

***Moapa Valley Progress:**

Year-Round: Summer 2006-Current

Sports Writer

Overton, Nevada

***Las Vegas Review-Journal:**

Year-Round: Summer 2008-Current

Sports Writer

Las Vegas, Nevada

References:

State Senator Valerie Wiener

Mr. Grant Hanevold

Mr. Chuck Richardson

Example: Organized Résumé/Activity List



Activities/ Awards: Co-Valedictorian of my graduating class
Portage County Teen of the Month - 2001.
Winter Ball Princess - 2001.
Ohio University American History Test ranked 5th in Portage County. 2001.
National Honor Society - 1999,2000. President of NHS. 2000
Student Council - 1999,2000. Member of the Month - 2000
National Student Council Award , 2001
Class Vice President - 2000
Cross Country - 1999,2000. Captain- 2000. Rootstown Chamber of Commerce Player of the Month -1999. Most Valuable Player- 1999,2000. Hardest Worker - 1999, 2000. Scholar Athlete - 1999,2000. All Portage County League 1st Team- 1999,2000. Varsity Letterman - 1999,2000.
Track - 1999,2000. Most Improved Player- 1999. Varsity Letterman - 1999,2000.
Yearbook - 1998-2000. Member of the Month - 1999.
Kent State Language Arts Festival Award Winner - 1998, 2000.
Ohio Scholastic Achievement Test Participant- 1999,2000,2001.
English 12-2001, English 11- 2000, Biology- 1999.
4.0 Distinguished Honor Roll - 1997-2000.
Drama Club - 1998, 1999. Best Supporting Actress- 1999.
Best Supporting Actress - 2001.
Who's Who Among American High School Students - 1997- 2000.
Concert Band - 1997-1999. Flute, Solo and Ensemble trio received a superior rating, 1997.
Marching Band - 1997 & 1999. Flute- 1997. Majorette- 1999.
Graduation Committee- 2000
S.A.D.D.- 2000
Buckeye Girls State Delegate- 2000
Prom Committee- 1999
Who's Who in Sports Among American High School Students- 2000, 2001.
Rootstown High School Student of the Month- 1999
Soccer- 1998. Varsity Letterman- 1998.
Rootstown Lion's Club Good Award -1997
Superior at the District and State Science Days along with several other awards for my project on Sound Location - 1997
Superior at the District and State Science Days along with several other awards for my project on Memory - 1996

Example: Poorly Organized Résumé/Activity List



Asking For and Getting Recommendations

Creating Your Recommendation Chart

Name of the person	Has this person done a recommendation for me before?	Is this person doing a recommendation for me now? When is it due?	How does this person know of me?
Mrs. A. Bell	No	No	Red Cross Coordinator. I have been a volunteer for 2 summers.
Mr. B. Smith	Yes	Yes. December 15.	Advisor of Science Bowl team. I have been the captain of the team for two years.
Mr. Y. Hayden	No	No	Faculty Advisor - Student Government Association

Add People to Your Recommendation List Here



Sample Letter Requesting a Recommendation

Your street address
Your city, state, and zip code

November 15, 20XX

Name
Title
Address
City, State, Zip Code

Dear *Name of Person You Are Requesting a Recommendation From*:

I am interested in applying for the *XYZ Example Scholarship Program*. This award is *sponsored by XYZ Example Foundation*. *As a high school junior interested in pursuing my education beyond high school, I am eligible to apply for this scholarship*. However, in order to do so, I need your help. This scholarship program requires *three recommendation letters*. Since you are the *advisor for the XYZ program* that I have been involved in for the *past two years*, I would like to request a recommendation letter from you for my application to this scholarship program.

I have enclosed the following information to assist you in writing a recommendation for me:

- My résumé
- Additional information about me and other activities in which I am involved
- A stamped envelope preaddressed to send to the program

The recommendation must be completed and sent by *December 15, 20XX*. If you have any questions or need additional information to complete this recommendation, you can reach me at *(XXX) XXX-XXXX* or via e-mail at *xyz@aol.com*.

Thank you in advance for your help,
Your signature
Your name, typed

**Items in italics and small type can be changed.*

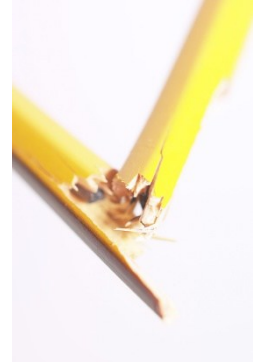


Essay Guide

(for the uneasy student writer)

I. Introduction - One paragraph

- A. Use a quotation, poem, thought, amazing fact, idea, question or make a simple statement.
- B. The main idea does not have to be stated in the first sentence, but it should definitely lead to and be related to your main idea or thesis statement, which should introduce three main points which you will develop in the body of your essay.
- C. Avoid using statements such as "I am going to talk about . . ." or "This essay is about . . ."



II. Body - Three paragraphs

- A. Support the main idea with facts, thoughts, ideas, published poetry, quotes, and other intriguing and insightful material that will captivate your audience.
- B. Present clear images.
- C. If necessary, use a thesaurus to ensure that you are not using the same words repeatedly. Using a word over and over will become monotonous for your audience and distract them from your subject.

III. Conclusion - One paragraph

- A. Restate the main idea in an original way.
- B. You can again use a poem or quotation to leave an impression. However, avoid using this tactic in all three parts of the essay. It may appear repetitious and unoriginal.
- C. Refer to the future in terms of your plans pertaining to the subject of your essay.

Special Note - Using quotations or poems shows that you are well read and imaginative. Be selective and look for quotes that are enlightening and profound.

For more specific information on planning or writing an essay for scholarship programs and college entrance, refer to *The Scholarship and College Essay Planning Kit* and *Winning Scholarships for College*.



Future Career Goals

Throughout my life, I have been involved in some unique activities, many of which have had to do with the areas of communications and journalism. Therefore, at an early age I began to develop a desire to pursue a career in one or both of these fields. This desire has progressed from elementary and middle schools into high school. Anchored to a foundation formed over a span of many years, its roots are now unshakable.

The building blocks of this foundation were laid in sixth grade when I began to participate in a weekly telecast at Walter P. Jones elementary school. As the primary newscaster as well as the student who compiled all the stories for the Jones Elementary news broadcast, I was fascinated by my work. It was challenging and exciting. As a result, while standing in front of a video camcorder, my passion for journalism and communications began. Throughout that year I participated in essay and oratorical contests, debates and plays. My desire had taken firm root.

Furthermore, in middle school I continued to compete in many contests involving these areas. The winning oration which I had written for the Optimist International Oratorical Contest (District Level) I recited along with several others on Channel 6, here in Macon, Georgia. The seedlings of journalistic youth that had been planted in elementary school were mushrooming into boisterous young children of communicative creativity. This quote by Joseph Addison aptly described my feelings then and still does now: "Words, when well chosen and presented, have so great a force in them, that a description often gives us more lively ideas than the sights of the things themselves."

As I progressed into my high school and early college years, my interest in journalism and communications intensified. Northeast High School and Palmerra College encompassed a much broader scope than middle school because they contained the Salmagundi Literary Magazine, the Golden Star Newspaper, and the Valhalla Yearbook which helped me gain experience in journalism as I became actively involved with actual publications. The young children of communicative creativity had now become young adults of journalistic potential.

I would like to pursue a career in journalism and/or communications because both areas which are closely interrelated have become an essential part of my life. Over the years, this desire has grown like a sturdy young plant preparing to take over the world or me (whichever comes first). To me, communication is a marvel because it can open doors into worlds otherwise unknown. Communication can transport you to the tombs of Egypt, the gold of Africa, or the green hills of Ireland. Through the power of words, spoken or read, man possesses the ability to convey anything.

All of my experiences in writing and speaking have helped me to see the importance of communication, for example, in the field of broadcasting where the presentation of information can influence and motivate. As a child, people and their attitudes provoked curiosity within my young mind. As a young adult, people and their attitudes and their affect on our changing world fascinates me. Journalism and communications embrace both my curiosity as a child and my fascination as a young adult. A career in either area would not only satisfy my goals but would hopefully make me an asset to my community, state, and eventually the world.



Dissecting Future Career Goals

Main idea

- ❑ Throughout my life, I have been involved in some unique activities, many of which have had to do with the areas of communications and journalism.
- ❑ Therefore, at an early age I began to develop a desire to pursue a career in one or both of these fields.
- ❑ This desire has progressed from elementary and middle schools into high school.
- ❑ Anchored to a foundation formed over a span of many years, its roots are now unshakable

3 Main Points

Writing Your Essay/Personal Statement

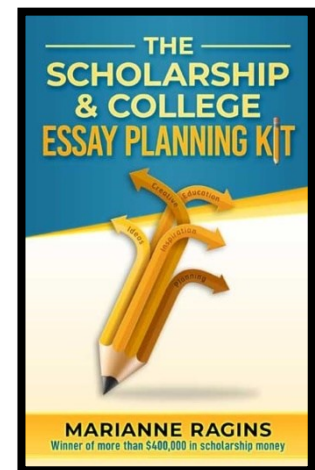
Pick three adjectives or words that uniquely describe you!

Examples could be enthusiastic, organized, motivated, determined, etc. After making your selection, use your résumé to pick activities or honors that illustrate the adjectives/words you chose for yourself.

Now organize them like this using activities or honors from your résumé:

Adjective/Word #1 is _____

- 1st Activity/Honor: _____
- 2nd Activity/Honor: _____
- 2nd Activity/Honor: _____





Using Transition Words

Words that can be used to **contrast** two things (*you might use one of these when you explain your participation in one activity and another dissimilar activity*):

but	still	Although	on the other hand
however	yet	Otherwise	even though

Word that can be used to **compare** two things (*you might use one of these when you explain your participation in one activity and another similar or dissimilar activity*):

likewise	also	While	in the same way
as	similarly		

Words that can be used to **emphasize a point in your essay**:

again	truly	Especially	for this reason
to repeat	in fact	to emphasize	

Words that can be used to **conclude or summarize** (*you might use one of these in your last paragraph*):

finally	as a result	to sum up	in conclusion
lastly	therefore	all in all	Because

Words that can be used to **add information** (*you may need these if you are discussing more than one event or activity in your essay*):

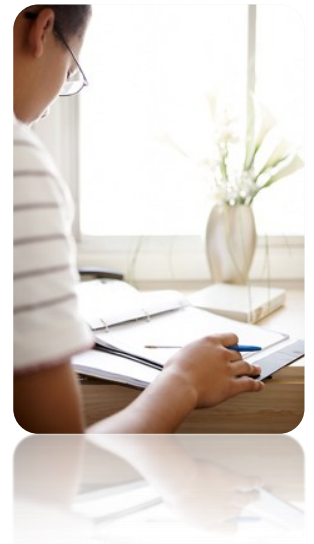
again	another	for instance	for example
also	and	Moreover	additionally
as well	besides	along with	other
next	finally	in addition	furthermore

Words that can be used to **explain further or clarify**:

that is	for instance	in other words	as stated previously
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Words that can be used to show **time** (*you might use these when explaining when you participated in certain activities*):

while	first	meanwhile	soon	then
after	second	today	later	next
at	third	tomorrow	afterward	as soon as
before	now	yesterday	about	
during	until	throughout	finally	





Scholarship Checklists

The Research Checklist

1. Have you exhausted the resources of the public library? For example, have you looked in all scholarship directories, vertical files of pamphlets and brochures, magazines, books, and college catalogs?
2. Have you looked in general college guides such as *Peterson's Guide to Four-Year Colleges*?
3. Have you looked in the telephone book for local private organizations such as fraternities, sororities, clubs, associations and civic organizations? Or have you conducted an advanced Internet search to find local organizations and scholarship opportunities? Are you following or visiting scholarship and award program's social media sites such as Facebook, Twitter and/or YouTube Channels?
4. Have you contacted national associations and clubs? Have you contacted the local radio and television stations?
5. Have you contacted the Chamber of Commerce in your area?
6. Have you talked with your guidance counselor about college fairs in your area or attended one?
7. Have you spoken with your guidance counselor about scholarships or financial aid opportunities?
8. Have you visited a nearby college campus?
9. Have you contacted the banks in your area about trust funds, scholarships and awards?
10. Have you contacted the Board of Education or state financial aid agency for information about general and special scholarships such as those for students interesting in becoming teachers? (refer to *Winning Scholarships for College* for state agency information)
11. Have you used the Internet to find sources of monetary aid? Have you visited your school's web site or spoken to your counselor or career center advisor about scholarship opportunities?

The Application Checklist

1. All applications should be typed, **NO EXCEPTIONS**— unless the application requests that you print. If so, use black ink.
2. Make photocopies of applications as you receive them or keep PDF's of applications in a separate folder on your computer. To avoid possible mistakes, complete the photocopied or PDF applications by hand well ahead of the deadline. Also make a handwritten list of frequently asked questions and your answers to them. When it's time to submit, use the handwritten application and frequent answer list as your guide to complete the actual application you plan to send. Always keep a copy of your completed applications. You may need them to prepare for interviews.
3. Set up an organizational system for all applications you receive so you can locate them easily as deadlines draw near. A file system is also helpful because you can refer to an application for information to use on another one. Set up electronic folders on your computer and bookmark web sites in your browser to help you stay organized.
4. All sections of the application you are not directly responsible for should be given to those who are responsible for them as soon as possible. For example, recommendation forms for counselors, teachers, or secondary and mid-year school reports. This is especially important when completing online applications. It is very easy to forget the sections others need to complete for you. Some online applications may send automatic reminders for you. Check to be certain!
5. If you apply for a scholarship online, print the application first. Complete it offline. **Then** complete the application online. Print it again and proofread online **before** you hit the SEND button. It is very easy to make mistakes on electronic applications.
6. Many college admissions application packages contain applications or areas to apply for financial aid and scholarships as well. Whether you are applying for admission or a scholarship, pay close attention to all sections of an application because you have to be admitted to a college before you can win a scholarship sponsored/administered by it. Arrange to have your scores from the SAT, ACT, and other required standardized tests sent to the colleges shortly after you've sent them a completed application, if you haven't already done so during the registration phase for these tests. Make sure to check with the colleges/universities to ensure they have received them. You can usually check your status online. Remember! Deadlines for scholarships at specific colleges and universities may be much earlier than the regular application deadline.
7. Include your personal résumé. Most applications have space for you to list your activities and special awards, but it looks more professional to include a résumé. Never leave the spaces blank for the information they request on an application. Instead, type on the application "see additional information on a separate sheet." The separate sheet will be your résumé.
8. Type essays and other supporting material on good quality paper. Use paper with a weight of at least 24 lb.
9. With your application include articles that may have appeared in your local newspaper about you or your activities.
10. Include samples of your work that are extraordinary, or award-winning. Don't be afraid to send along copies of poetry, artwork, or even videos or CDs of your special talents, which may include singing or dancing or playing the piano. Any special talent or hobby that you have, flaunt it. It makes your application stand out from others. When you include extra information, make sure it really is outstanding or extraordinary. And don't overload your application with extra material. Include no more than 2 or 3 examples of outstanding work. If possible, try to make sure that all of your material will fit into a 9" x 12" envelope. Most importantly, if a scholarship program or college/university asks that you not include additional information, don't.
11. Some programs that issue applications specifically request that additional pages be kept to a minimum if they are allowed at all. Respect their wishes.
12. Complete the FAFSA (Free Application for Federal Student Aid).
13. For questions that do not apply to you, write "not applicable" in the answer blank, or abbreviated "NA," to show that you have not overlooked the question.
14. If you are not sure about the spelling of a word look it up in the dictionary. Do not rely solely on the spell check function of a computer software program. You could still have mistakes in your essay and application unless you proofread them carefully.
15. Make a recommendation list. You may be required to list the names and e-mail addresses of your references. Some schools and scholarship programs ask for this so that they can send recommendation forms to these individuals directly, without using the student as a medium.
16. As a part of the application process you may also be required to submit a graded writing sample from your English class. Discuss this with your English teacher so you can select the best sample of your writing. Writing samples should express a clear, concise writing style that reflects your viewpoint.

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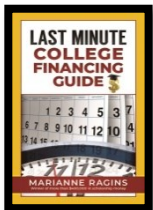
I shall be telling this with a sigh
Somewhere ages and ages hence:
Two roads diverged in a wood, and I —
I took the one less traveled by,
And that has made all the difference.

Robert Frost
“The Road Not Taken”

It's better to be prepared for an opportunity and not have one, than to have an opportunity and not be prepared.
Whitney Young

Notes

DON'T FORGET!



FRESHMEN, SOPHOMORES, JUNIORS – YOU CAN APPLY NOW!
SEE *Senior Year Head Start*

Or if you have an acceptance letter and need more college funding now, consider
Last Minute College Financing Guide

We have the ***Leading the Future II*** and ***Ragins/Braswell National Scholarship*** available. See
www.scholarshipworkshop.com.

Interested in books and other resources to help you with your college money quest?
See www.scholarshipworkshop.com/bookstore or to buy on Amazon, see www.scholarshipworkshop.com/amazon



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