# The Scholarship Application

# Game Plan

 **Get Organized**

* + - Select a place to keep all your scholarship stuff.
		- Purchase a flash drive just for scholarship stuff only.
		- Track application due dates (use sheets on pages 2-4).

 **Gather Necessary Materials**

* Complete an exhaustive scholarship search (network and/or internet).
* Pick up copies of scholarship applications or create accounts on scholarship websites to save your work as you complete your application.
* Find out information about the organizations awarding scholarships.
* Ask for a letter of recommendation--do this well in advance!! (pg. 12 & 13)
* Get copies of your transcripts.
* Complete a budget worksheet (page 5).
* Make copies of awards, certificates.

### Get Going

* Talk to scholarship recipients—find out what has worked for them.
* Write your personal statements, essays, resume, cover letter and save them to a flash drive (pages 8-11).
* Complete the scholarship application (read the fine print)
* Proofread and edit carefully.
* Make copies of all parts of the application and recommendation letters.
* Send or deliver the applications on time.
* Keep a record of when you sent or delivered the application (pages 2-4).
* Send thank you notes to those who wrote recommendations for you (and anyone else who was particularly helpful).

### Get Ready for the Rewards

* Keep track of all scholarships you receive.
* Send thank you notes for each award received.
* Ask about the procedure for awarding the scholarship.
* Notify the Financial Aid Office of the college you will attend of all scholarships received.

Scholarship Application Tracking Sheet

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of****Scholarship** | **Username****Password** | **National or State or Local** | **Required****Material** | **Due****Date** | **Date****Submitted** | **Award****Date** | **Received Award** **(Y or N)** | **Sent Thank You Note** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

|  |
| --- |
| Scholarship Application Tracking Sheet |
| **Name of****Scholarship** | **Username****Password** | **National or State or Local** | **Required****Material** | **Due****Date** | **Date****Submitted** | **Award****Date** | **Received Award** **(Y or N)** | **Sent Thank You Note** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

|  |
| --- |
| Scholarship Application Tracking Sheet |
| **Name of****Scholarship** | **Username****Password** | **National or State or Local** | **Required****Material** | **Due****Date** | **Date****Submitted** | **Award****Date** | **Received Award** **(Y or N)** | **Sent Thank You Note** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Budget Worksheet

|  |  |
| --- | --- |
| **Educational Expenses:** | **Anticipated Sources of Income:** |
| Tuition |  | Financial aid |  |
| Fees |  | Scholarships |  |
| Books |  | Parents |  |
| Supplies |  | Savings |  |
| Room & board |  | Work |  |
| Transportation |  | Other |  |
| Personal expenses |  |  |  |
| Total |  | Total |  |

Estimated Need (Total Educational Expenses minus Sources of Income): $\_\_\_\_\_\_\_\_\_\_\_

## CHADRON STATE COLLEGE Budget Worksheet for 2014-2015(Estimates)

|  |  |
| --- | --- |
|  | ***Nebraska Resident*** |
| Tuition & fees (estimate)\* | $5,660 |
| Books & supplies | 1,470 |
| Room & board | 5,311 |
| Transportation | 1,696 |
| Personal expenses | 2,176 |
| Totals | $16,313 |

What is the difference between anticipated income and educational costs (explain)?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How do you plan to fill the gap between educational costs and anticipated income? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you dependent on receiving financial assistance to continue your education? Yes \_\_\_ No

Scholarship Personal

Data Sheet

#### **Biographical Information**

Full name:

Permanent address:

Phone number(s): Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work/message: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SS#: Date of birth:

Special need:

**Educational Information** *(attach separate sheet if attended more than one college).*

College(s) attended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address:

 Dates attended: Phone:

 Degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Credits earned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade point average: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### Other Academic Information

What degree are you pursuing?

What is your major field of study?

By what date do you hope to complete your degree?

Are you planning on attending school part-time or full-time?

Briefly describe any scholastic distinctions or honors you have received:

**Work Experience** *(those that apply to the specific scholarship/scholarships)*

|  |  |  |
| --- | --- | --- |
| Employer | Position | Dates |
|  |  |  |
|  |  |  |
|  |  |  |

###### Career Information

Briefly describe your career goals:

Why did you choose this career/major?

What makes you a good candidate for success in your chosen field? (if geographical information is important include here):

In what ways will this scholarship assist you in continuing your education and meet your career goals?

Describe how you plan to contribute to your chosen field/career?

Brainstorming Ideas for Personal Statements

**What degree are you pursing?**

* Name the specific degree: Associate in Arts Degree, Associate Degree in Applied Arts and Science, Bachelor of Science in Elementary Education, etc.
* Name the specific area of interest or specialty if you know it.

**What is your major field of study?**

* Name your major area of interest (example: education).
* Name the areas you are considering if you are undecided.

Why did you choose this major? What contribution will you make to this field of study?

* What events in your life directed you to your choice of this academic major?
* What education or work experiences have helped confirm this choice?
* In what ways will you add to this field of study and to the profession?

**Describe your career goals.**

* Those would be specific goals within your chosen major. If you have selected education, you might specify that you would like to work in elementary education, especially in the primary grades, K-3.
* These goals can also include any areas of specialty you are interested in pursuing.
* Describe the ideal job for you. You can include the type of company you are hoping will employ you (size, location, etc.).

What make you a good candidate for success in your chosen field?

* Include past educational experiences that show success in this area. Example: you are a biology major and you have earned an A in Bio, Chem., Physics, etc.
* Include work experience or volunteer experience where you have proven success.
* Include any projects or internships that relate to your field.

**By what date do you hope/plan to complete your degree?**

* Make a reasonable guess when you plan to complete your degree.
* Be sure to explain any periods of interruption, or an unreasonable length of time for completion of the degree.

**What awards/honors/distinctions have you received?**

* List high school awards/honors, or type “see attached resume” and include a copy of your cover letter and resume.
* List scholastic achievements: honor roll quarters, President’s List, Dean’s List, Honor’s program.
* List awards or distinctions.

Describe the community activities in which you have participated.

* List events that show your concern to give back to the community. This can include food drive, blood drive, coaching for sports, Habitat for Humanity, book drive, care taking, or volunteering your help for community events.

Describe your community volunteer experiences.

* This list is similar to community activities, but it may also include volunteering in local schools, hospitals, senior centers, food banks, libraries or park programs.

**List your school offices/activities/clubs.**

* Offices held including representative to a specific club, organization membership, and activities where you have volunteered to help. Each quarter there are many opportunities to get involved. If you haven’t volunteered for anything yet, get started now.
* Sports and clubs.

**In what ways will this scholarship assist you in continuing your education and meet your career goals?**

* This statement should include a summary of the budget workshop outlining the costs of the college you are attending, and the resources you have to meet those expenses.
* This statement needs to address your family’s financial situation.
* Include your personal contribution to the resources you have available.
* State how this scholarship will help you meet your educational goals.

**Tell the committee something special/unique about yourself.**

* Spend some time reflecting on your personal qualities. Why should you be “the chosen one” for this scholarship? Consider discussing this topic with others (faculty member who knows you well, an advisor, mentor, or close friend).
* You must be honest, but you must also present your best side.

## Sample Personal Statements

What degree are you pursuing?

* Bachelor of Science in Biology
* I am currently exploring my options in the area of biology. I am taking a variety of science classes to learn more about specific disciplines within this field. Last quarter I enrolled in an ecology course at our college. I found that I really enjoy this area of biology, especially the focus on contemporary problems. This quarter I joined the ecology club to explore even more opportunities in this field.
* I have been exploring the area of biology in our career class at school. I am especially interested in the area of aquatic biology.

**What is your major?**

* Early Childhood Education.
* Education is my major. I am interested in either early childhood education or specific education.

**Why did you choose this major?**

* My work experience with the Kimball School District summer school program has allowed me to explore the field of teaching.
* I work ten hours a week at the Kimball Childcare Center as my work study assignment. I especially enjoy working with the children in the pre-school.
* I have completed two eleven-week practicum experiences at Mary Lynch Elementary School. These experiences have allowed me to explore firsthand the field of teaching.
* I have explored programs of study in the field of education at these area colleges…
* I spoke with several educators from our area at the Western Nebraska Community College career fair. They shared their insights about the field of education, the college coursework required, and the certification process.

**What makes you a good candidate for success in your chosen field?**

* I have explored the nursing field in my career education class. I have also spoken with people in the profession to find out about their education and opportunities within the field.
* I have volunteered at Kimball Medical Center for six months and found that I am able to provide comfort and care to patients while they are hospitalized. I especially enjoyed working in the pediatrics unit.
* I have worked at the Kimball Manor and Assisted Living Home for the past year serving food to the residents. My exposure to the field of nursing had been very positive and I have decided to pursue it as my educational major.

**Describe the community activities in which you have participated.**

* Last year I completed the 20-hour training program to become a volunteer at the crisis center. This year I volunteer five hours a week on the crisis hotline.
* I am an AmeriCorps reading tutor at Mary Lynch Elementary School. I volunteer five hours a week.
* I participated in the Red Cross blood drive this year.

**List your school offices/activities/clubs.**

* I tutor students in math and science approximately 10 hours a week at Kimball Jr/Sr High School.
* I play the saxophone in the jazz band.
* I am the class representative from the Senior Class.
* I am a member/officer of the Interact Club.
* I helped with the food drive for the Thanksgiving and Christmas baskets for the area Food Pantry.
* My instructors nominated me for the leadership conference this year. I participated in the two-day event.
* I was on the president's list five out of six quarters. This is awarded to students who have earned a 3.85 grade average and above.

**In what way will this scholarship assist you with your education?**

* Our family's income is in the middle range, and I do not qualify for federal financial aid grants. My parents have saved money, and they will help as much as they can. I also have worked at summer jobs and have saved money for my college education. But after calculating my budget using the college’s worksheet, I am still not able to meet my educational expenses. This scholarship will allow me to decrease the amount of loan indebtedness I will incur.
* My family's income is low, and my parents will not be able to contribute much to my college education. They will help me as much as they are able. I qualify for a Pell Grant, but that will not cover my educational expenses. I have worked at summer jobs, and have saved money for college, but it is not enough. This scholarship will allow me to pursue my educational goals.

Request for Teacher/Coach Reference Letter

Date

Person's name

Street address

City State and Zip Code

I am applying for the following scholarship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

One of the requirements of this scholarship is to provide a reference letter. I have already spoken to you about this and you have graciously agreed to serve as a personal reference.

In order to make your job easier, a list of my activities, honors, awards, leadership positions, and personal characteristics that I feel make me a good candidate for success can be located in your tshared drive under 2015 graduates folder. You can choose to address one or all of these areas.

Please address the letter to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at this address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I need the letter by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you.

Your Name

Enclosure

Request for Community Reference Letter

Date

Person's name

Street address

City State and Zip Code

I am applying for the following scholarship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

One of the requirements of this scholarship is to provide a reference letter. I have already spoken to you about this and you have graciously agreed to serve as a personal reference.

In order to make your job easier, I have provided a list of my activities, honors, awards, leadership positions, and personal characteristics that I feel make me a good candidate for success. You can choose to address one or all of these areas.

Please address the letter to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at this address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I need the letter by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you.

Your Name

Enclosure