

## **SCHOLARSHIP TIPS**

1. Complete the application in full. Follow all directions and submit all required documentation. If a question does not apply to you, note that, do not leave it blank.
2. Apply only if you are eligible! If you do not meet all of the eligibility criteria, you will not be considered.
3. Give concrete examples of community involvement, school involvement as well as leadership activities. Be sure to note the time frame during which you participated in each activity.
4. Neatness matters! If possible, make a copy of the application and use it as a working draft. Print legibly, or type if possible. Spelling and grammar are important.
5. Develop a portfolio of your accomplishments to date. Give a list of your accomplishments to the people who are writing letters of recommendations for you to assist them.
6. Thank those who have written letters of recommendation for you. These people go out of their way to help you, and they deserve a thank you.
7. Request help if needed.
8. Deadlines are important. Application will not be accepted if they are received after the posted deadline.
9. Keep a copy of all of the applications and documentation. Many scholarships ask for similar criteria and you can use some of the documentation more than once. You should also keep a copy of all application you fill out, for your own record.
10. Remember, your awards application represents you. Submit the best application you can.