

Scholarship Application Checklist

You **MUST** include a copy of this form with **EACH** scholarship application you submit to your counselor.

To **GUARANTEE THE MEETING OF YOUR DEADLINE**, Mrs. Hoff, counseling secretary, **MUST** receive your **COMPLETED APPLICATION** at least **15 WORKING DAYS PRIOR TO THE APPLICATION DEADLINE**.

STUDENT NAME: _____ Date: _____

NAME OF SCHOLARSHIP: _____

DEADLINE DATE: _____

I HAVE INCLUDED OR SUBMITTED ELECTRONICALLY (check all that apply):

_____ Application _____ Essay _____ Activity Sheet

_____ Non-Faculty Recommendation

From: _____

_____ Official transcript and report card that was requested previously from Mrs. Hoff (this includes last report card and SAT/ACT scores)

_____ Other items or documents _____

I NEED MY COUNSELOR TO INCLUDE (check all that apply):

_____ Teacher/Counselor Recommendations From:

_____ Non-faculty Recommendations From: _____

****Please note: If you waived your right to see your letters of recommendation, we cannot distribute them to you. You will need to provide us with an envelope addressed to the scholarship organization and your completed application with all required documents, so that we can attach the recommendation and mail for you. You do not need to attach postage. Do not put your return address on envelope.**

COUNSELOR USE ONLY: Date Completed: _____

_____ *Given to Scholarship Coordinator for in-house review*

_____ *Sent through interoffice mail*

_____ *Sent through US mail*

_____ *Collected for organization to pick up*

_____ *Collected for organization and scanned to them via email*

_____ *Other* _____

Updated 7/14