

Elwood Community High School

“Local Scholarship Application Form & Directions”

Requesting Scholarship Recommendations

When you are asking someone for a scholarship recommendation, please have an information sheet ready to hand to them.

The following format should be used when preparing this information sheet:

1. Your FULL NAME
2. Current GPA
3. Which scholarship and application due date
4. College/colleges you are considering or where you have been accepted
5. Career choice
6. High school activities
7. Jobs you have held/are holding
8. Community involvement
9. Parents and place of employment
10. Number of brothers/sisters and their ages
11. Why you need the money

Plan Ahead! Ask in plenty of time. Give the person two weeks or more. Do not expect anyone to write the recommendation the day before it is due.

Scholarship Essay

1. The essay is very important. It reflects your personality and gives the reader (who usually does not know you) information about you. If your essay is dull, the reader might assume you are dull.
2. Writing the essay takes time! (Is \$500 to \$4,000 worth a few hours?)
3. Prepare **NOW**. January, February and March are the months for applying.
4. Emphasize:
 - A. Brief personal background
 - B. Career choice
 - C. High School academic record
 - D. School activities
 - E. Community involvement
 - F. Need for money and jobs held
5. Write to the emphasis of the issue (what the scholarship wants). Be sure you answer what the question asks. Each application will vary.
6. Read, rewrite, reread for grammar, spelling, etc.
7. Typed essays are more impressive; however, neatness is most important.

8. **Listen to announcements** (there will be many of them). Walk in the guidance office and ask, “Do you have any scholarships I would be interested in?” Scholarship applications are located in the guidance office in the “Scholarship Application Box” If you are not informed, it’s your lack of interest!
9. **All Scholarships, information, and deadlines are listed on the Elwood High School website!**
Go to www.elwood.k12.in.us , go to “School Websites”, click on Elwood High School, go to the “Guidance” tab, then “Scholarships”
10. Law of Scholarship Application – **Those who apply will receive!**

Personal Resume

Each local application should have your resume attached. You may choose to use a template on Microsoft Word or Microsoft Publisher.

Application Format

1. The scholarship application form should be typed or done **very neatly** in black ink.
2. The pages of the application should be in the following order:
 1. Scholarship application form
 2. Your personal resume
 3. Your personal essay
 4. Three letters of recommendations
 5. Your high school transcript
3. Please a recent picture in the upper left hand corner of the application and use “**one staple**”.
Do not use paper clips. (You may want to scan your senior picture to save money)
4. **Do not** put application in any type of binder or folder.
5. Hand in application to Mrs. Brunnemer in the Guidance office.

Elwood Community High School
“Local Scholarship Application Form”

Name of Scholarship _____

Name _____

Address _____

Phone _____ **Birth Date** _____

Parent/Guardian **Father** _____

Mother _____

Father's Employment _____

Mother's Employment _____

Brothers/Sisters **Name** _____ **Age** _____

Name _____ **Age** _____

List present and previous employment, if any:

Date	Place	Supervisor	Reason for Leaving
_____	_____	_____	_____
_____	_____	_____	_____

In what school and community activities have you been involved? (clubs, sports, contests, church, etc.)

To which colleges have you applied? (If accepted put an X beside the name)

- _____ 1. _____
- _____ 2. _____
- _____ 3. _____

What will be your major in college? _____

What is your second choice in which to major? _____

What other financial help do you plan on receiving? _____

Will you need to work to complete your education? _____ **Yes** _____ **No**