

# SCHOLARSHIP GUIDELINES

**READ THE BELOW INFORMATION BEFORE BEGINNING THE SCHOLARSHIP PROCESS!**

Scholarships are available for COLLEGE and TECH-BOUND students - but you need to apply

## **PREPARATION IS KEY!!**

Filling out applications can be easy with some effort and preparation on your part. Preparing a student resume is important! It can be the first and only impression a scholarship committee has of you. Most applications request some general information from you – name, address, phone#, extra-curricular activities, awards, community service, etc...

### **1) Create a resume**

Create a typed resume using the Student Information Worksheet (can be found on the WHS website under the Counseling tab). The resume can then be used to attach to any scholarships you may be applying for. A copy of this resume can also be given to whom you choose to write your letters of recommendation.

### **2) Obtain at least 3 letters of recommendation**

Ask at least 3 individuals (teacher, coach, employer, counselor, principal, community leader, etc...) to write a letter of recommendation on your behalf for scholarship requests and provide them with a copy of your resume. Try to choose someone who knows you and will only say good things about you. Be sure to allow them 10-14 days for the completion of the letter.

Keep the original letters of recommendation for your records and make several copies of each letter to attach to scholarship applications

### **3) Research and apply for scholarships**

Students are notified of available scholarships – WHS website, daily announcements, or by stopping in the Guidance Office. As scholarships arrive, they are added to the WHS website.

Students should also check with the college/university/technical school where they are accepted for scholarship opportunities. Often there is one application available on their website that can be submitted for all scholarships for which a student might qualify.

Apply for a variety of scholarships for which you are eligible. Include 3 letters of recommendation and your resume with all scholarship applications, even if they are not requested.

**IMPORTANT!!!** - all completed scholarships applications, including ones you find outside of the high school, should be turned into the Guidance Office several days before the due date. We review the applications, attach your transcript, fill out the Counselor portion, and mail out the scholarship application for you.

### **4) If you are notified that you will be receiving a scholarship**

Report scholarships to your college Financial Aid Office.

Give a copy of your notification (email/letter) to the Guidance Office.

Continue...

## TIPS FOR COMPLETING SCHOLARSHIP APPLICATIONS

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- Create your resume and obtain letters of recommendation early in your senior year so you have plenty of time to meet deadlines
- Read all directions carefully and *follow instructions exactly*. Meet application deadlines!
- Type (preferred) or use pen to complete the application, depending upon the instructions.
- Make sure your name is on top of all attached documents (ex: essay)
- Provide complete answers for each question and be specific as possible. For example, if you are asked to list extra-curricular activities and years in which you participated, provide all of that info.
- **Neatness** - do not submit an application with cross-outs, answers squeezed in corners, etc...
- **Proofread** your application carefully! Review for spelling/grammar errors! Have someone else review it also.
- Give some thought to answers to essay-type questions. If you are asked, "Why you want a college education" or "Why you need a scholarship", be concise, provide thoughtful reasons and give creative answers.
- Submit all required support documents such as: letters of recommendation, etc. When asking others to write these letters, please give them sufficient time to do a good job. The Guidance Office will attach your transcript and mail the application for you.