

Scholarship Binder

Before applying for your first scholarship, collect the following items:

- ACT score(s) –you can print the results of all of your ACT attempts by clicking [here](#). You will need to create a login. Make 2-3 copies because some applications require them. Have a digital copy of each ready too.
- College acceptance letters. Make several copies, you will need them! Have a digital copy ready too.
- FASFA – you will need to know your EFC (Expected Family Contribution). Print the Student Aid Report (SAR) by clicking [here](#). Parents and students can both have logins. Make a few copies. Before you log off make sure you save the file in PDF format too.
- Official school transcript. Your guidance department will gladly print them for you. They must have the seal to be considered official, some scholarships require the official ones while others do not. Have a digital copy ready too.
- Income tax return. Make a few paper copies and have a digital copy of each ready too.
- Stamps! It takes several for each application, after you add all the documentation that's required you may need three or more stamps!
- Envelopes – the 9 x 12 manila ones work best, especially for the applications which require multiple attachments. If you use a #10 envelope, it can be difficult close after it's stuffed full. Neat applications are important! [Here](#) is a link to a package of 20 for under \$6.
- Reference letters, get at least three and make 4 or more copies of each. Most applications require at least one reference letter. Have a digital copy of each ready too.
- Names, addresses, and phone numbers of references. Not everyone includes this information on the reference letter. Sometimes all that is required on an application are the name/address/phone of your reference. Get a variety of references: teachers, coaches, 4-H advisors, friends of the family are all great for references.
- Employment information- If you have had a job(s), address, phone, job title and dates of employment. You can use volunteer work for employment on applications.
- Parents' employer's addresses and phone numbers.
- The *Information Collection Form*. This is a big help tracking each scholarship.

By placing everything in a binder you will not need to search for various forms each and every time.

Other tips

- Read each scholarship completely, some of them have the details buried within the application. The application may require additional references or other materials.
- Check to see if anyone you know has a connection to the organization offering the scholarship, if so ask them to write the letter of recommendation or complete the recommendation form.
- Search other high school websites, often there are scholarships listed that are open to students from other schools too.
- Look at your potential college website, often there are many opportunities listed. Colleges and Universities may have their own scholarship application for ones that they disperse to their students.
- Check organizations that you, your parent, or grandparent belong to for scholarships. Elks, Wild Turkey Federation, Farm Bureau
- Search for specialty scholarships for your intended major.
- Scholarships add up, the smaller ones maybe easier to obtain because there is less competition.
- Check your **mailbox, email and voicemail** daily. You may be contacted for interviews, questions, or for the award.
- Mark out the student's Social Security number anywhere it appears. They do not need that for a scholarship application.
- Fill out the *Information Collection Sheet*. Some of the items may seem silly because they are things you already know, but when we hurry we tend to make mistakes and forget details that could make a difference. Take the time now to write the information down, so there will be no guessing later.

Information Collection Sheets

	Address	Phone
Parent(s) employer		
Parent(s) employer		
Reference #1		
Reference #2		
Reference #3		
Reference #4		

ACT Score(s)

Test Date	Composite	English	Math	Reading	Science	STEM

FASFA EFC (Expected Family Contribution) _____

GPA: _____

Timeline: (example: 10th grade 2018)

7th grade _____ 8th grade _____ 9th grade _____ 10th grade _____ 11th grade _____ 12th grade _____

Extra Circular Activities: (Examples: sports, 4-H, band, National Honor Society, Tri M)

[illegible]

Work History

Employer	Job Title	Dates	Job description

College Applications

[illegible]

Scholarship Tracker

Scholarship Name	Paper or online application	Due Date	Required forms	Connections to the organization	# Reference Letters	Date Mailed/Submitted
	<input type="checkbox"/> Paper <input type="checkbox"/> Online		<input type="checkbox"/> ACT <input type="checkbox"/> Acceptance letter <input type="checkbox"/> FAFSA <input type="checkbox"/> Tax Return <input type="checkbox"/> Official Transcript <input type="checkbox"/> Unofficial transcript <input type="checkbox"/> Special			
	<input type="checkbox"/> Paper <input type="checkbox"/> Online		<input type="checkbox"/> ACT <input type="checkbox"/> Acceptance letter <input type="checkbox"/> FAFSA <input type="checkbox"/> Tax Return <input type="checkbox"/> Official Transcript <input type="checkbox"/> Unofficial transcript <input type="checkbox"/> Special			
	<input type="checkbox"/> Paper <input type="checkbox"/> Online		<input type="checkbox"/> ACT <input type="checkbox"/> Acceptance letter <input type="checkbox"/> FAFSA <input type="checkbox"/> Tax Return <input type="checkbox"/> Official Transcript <input type="checkbox"/> Unofficial transcript <input type="checkbox"/> Special			