

SCHOLARSHIP PACKET

The Scholarship Packet is used for many local scholarships; use it for those scholarships marked as such in the scholarship list. Remember, the scholarship list is available on Gila Ridge Counseling Department Canvas page and the Gila Ridge website, under Academics and Counseling Department. It is updated regularly. The majority of scholarships require some pieces of the Scholarship Packet. The Scholarship Packet is a six part application and is expected to be completed in the order listed below:

- 1. Title Page** - The title page includes the name of the scholarship, your name, address, and phone number, and the date the application is due.
- 2. General Application Form** - The general application form must be typed. Request a PDF version from your counselor.
- 3. Resume** – This is you in a page. See the handout for more information.
- 4. Personal Essay** – Describes what makes you unique, what sets you apart from everyone else. See handout for ideas.
- 5. Three Letters of Recommendation** – The completed background information sheet (see handout for more information), resume, and personal essay should be provided for the writer to produce the best letter. Recommendations should be from various sources who know your work ethic, character, academic ability, potential for success, values, and other characteristics. The person can be from school or out in the community. Ask for a letter at least two weeks before your scholarship is due. It is suggested that you get letters from various sources, including:
 - School employee – teacher, coach, counselor, administrator, etc.
 - Community service facilitators
 - Employers
 - Clergy members – minister, priest, rabbi, pastor, etc.
- 6. Transcript** – A current transcript can be obtained from the Registrar's Office. Please allow at least three days for your transcript to be ready.

Hints:

1. Make a copy of every essay you write. This will make your job much easier. Keep a copy on your personal Google account; your school Google account will be unaccusable shortly after you graduate.
2. The title page, general application form, resume, and personal essay should be printed on high quality paper. White, ivory, off-white, and light gray are colors of choice.
3. Keep originals of items 1-6 in a large envelope.
4. Originals look much better than photo-copies. Ask for a number of copies of letters of recommendation and save your work on a computer to be updated and printed as necessary.
5. Submit completed scholarship applications to the counseling office by noon on the due date. **Beat all deadlines.**