Scholarship Preparation Check List

Many scholarship applications ask for similar information. By taking some time to gather these common items, you'll find the application process goes smoothly. Most scholarships will not ask for all of this information, but among several applications you will be glad you have these things all together.

Your Scholarship Folder should contain:

Your Personal Information:

- Your legal name, address, phone, e-mail (if it is appropriate!), social security number

Your Parent/Guardian Information

- Full names, occupations, and level of education

Your Academic Information

- The school's address is: Hill-McCloy High School, 301 Nanita Dr. Montrose, MI 48457. Phone 810-591-8822
- A list of your classes (the ones you have already taken and the ones you are enrolled in and/or plan to take)
- A list of grades for the classes you have finished
- Copies of your scores on the SAT (Keep copies of your ACT scores if you take that as well.)

Your Activities and Honors

- A list of your extracurricular experiences (include any offices or positions held)
- A list of your work and volunteer experiences (keep an address, phone number and name of your supervisor)
- A list of awards received
- A list of your interests

Your References and Recommendations

- A list of 2-3 references (You will need name, title if appropriate, address and phone. Try to have one school-related and one out of school. Be sure to ask permission!)
- A list of 2-3 people you could contact for a letter of recommendation. (This list may be the same as your references. Remember if you are involved in something, you can always ask your supervisor for a generic letter of recommendation that you can then file for use on applications later.)

Your Plans

- A list of schools to which you intend to apply, or to which you have already been accepted.
- The field(s) of study you intend to pursue (In many cases, it is ok to be general. For instance, you could indicate that in general you are interested in the medical field or get more specific and put down nursing or dentistry.)

Your Thoughts

- Many scholarships will ask that you write a short essay. Scholarship committees use these to do two things: 1. Get to know you better (Should this organization support your beliefs and plans by helping to finance your education?) and 2. Evaluate your skill at writing. When you get an application, read the essay question, spend some time discussing it with your parents and others that you trust and respect, write your essay, and ALWAYS have it proofread by at least two people.