# **2024 Scholarship Instructions**

#### Step One: Get Organized

All the scholarship information, including the Scholarship Book, Student Application, Financial Statement Form, and the Scholarship Checklist Tool is posted on the Brockton Public School's website. The link will be provided to all students on Friday, February 16, 2024.

Review the BPS the Scholarship Book. Scholarship Instructions and the Scholarship Checklist Tool.

Read each scholarship description in the Scholarship Book, paying close attention to the eligibility requirements.

Use the Scholarship Checklist Tool to record the scholarships that you plan to apply for. The Scholarship Checklist Tool will inform you of all supporting documents needed for each scholarship such as the scholarship application, transcript, and essay.

Once you finalize your scholarship selections, submit a copy of your Scholarship Checklist Tool to your Guidance Office so that your transcripts are prepared.

Most scholarship applications are due by April 1, 2024. But please pay close attention to the deadline listed for each scholarship and be sure to apply by the due date.

### Step Two: Apply for Scholarships

## Scholarships listed on pages 1-22 are submitted through an ONLINE

**link.** The application will ask the applicant to indicate which of the 23 scholarships they wish to apply for. This ONLINE application can be found on the Brockton Public School's scholarship website.

You also must submit only ONE copy of your one-page essay. Upload your essay to the BPS scholarship website.

# <u>Scholarships listed on pages 23 - 51</u> are submitted by the student applicant into a collection box at the Main Office

Use the Checklist Tool to reference which supporting documents are needed to complete each application. Supporting documents include the scholarship application, essay, and transcript.

<u>Scholarships listed on pages 52 - 105</u> are submitted directly to the scholarship donors by mailing the required documents. The mailing addresses of the scholarship donors are located on each scholarship page.

Use the Checklist Tool to reference which supporting documents are needed to complete each application. Supporting documents include the scholarship application, essay, and transcript.

**Special Applications** are additional scholarships that are available to Brockton students, but they are not included in the Scholarship Book.

Click on each link in the Special Application section of the Scholarship Website to learn about each scholarship, what documentation is required, and how to apply. Pay careful attention to the deadlines. Often, these scholarships have different submission deadlines.

#### **Step Three: The Interview and Selection Process**

The Brockton Public Schools Scholarship Committee chooses most scholarship recipients for Scholarships 1-51 by matching eligibility requirements to the student applicants' accomplishments and strengths. The Scholarship Committee consists of teachers, guidance counselors, and administrators. An interview is required for each student applicant and will be scheduled during the first week of May. The interview is an opportunity for the student to highlight their accomplishments and plans after graduation.

Scholarship Recipients of Scholarships 52-105 and Special Applications will be chosen by each scholarship donor.

### Step Four: Notification and How to Collect Your Scholarship Award

Students who are awarded Scholarship Numbers 1-105 will be notified by the Guidance Department of their award. The award letter will include instructions on how the funds will be distributed to the student. Students who are awarded a scholarship from a "Special Application" will be notified directly by the donor.

A complete list of Scholarship Recipients will be published in the 2024 Graduation Book.

Students are expected to write a thank you note to the organization or individuals who have awarded the funds for the scholarship.

If you have questions about collecting your scholarship award, please email bpsscholarships@bpsma.org