

DIRECTIONS FOR COMPLETING THE COMMON SCHOLARSHIP APPLICATION

Important Information/Eligibility:

- Scheduled In Seat -Semester 2 at CCHS, JCHS, or JCAC
- The student scholarship list uses the one application.
- Please read each scholarship requirement carefully. Some require additional information.
- Located on the CCHS, JCHS, JCAC senior graduation classrooms and in the counseling office

STEPS TO COMPLETE:

1. **Review Scholarship list:** Note: Apply only to the scholarship(s) that you are eligible to receive. Remember to pay close attention to the description of the scholarship. Some scholarships require that additional information be submitted.
2. **Complete the Resume Template:**
 - ☐ [Common Scholarship Resume Template.](#)
 - ☐ **Make a copy of the resume and add to your drive.** Do **NOT** change the color, font, or size of this template. It must be **1 page** only.
 - ☐ Type the scholarship name/clearly print the name in the space provided for the scholarship title on the resume
 - ☐ All resumes must be uniform. Please include only the information requested on this resume. Scholarship committees are looking for specific information. Leaving out any information could potentially cause you to be disqualified.
3. **Essays:** Choose **two** of the three questions to answer. Limit your responses to 250 words each. Please type the topic as your Title for each essay written and also include your name at the top of the page. Choose **2** and place **both** essays on **one** page.
 - #1 Describe how you have demonstrated leadership ability both in and out of school.
 - #2 Pick an experience from your own life and explain how it has influenced your development.
 - #3 How will your study of _____ contribute to your immediate or long range career plans?
4. **Financial Need and Scholarship Documentation:** Print and complete with your parent's/guardian's assistance. Parents/Guardians **MUST** sign the Financial Need documentation. [Financial Need Document](#)
5. **Schedule:** Print a copy for each scholarship application.
6. **Transcript:** Print a copy of your transcript with 7 semesters. **Transcripts will be available by Jan. 9, 2026**
7. **Submission of scholarship(s):** Please turn in your completed scholarship application(s) to the counseling office.

NOTE: Remember if you are applying for 5 scholarships, then you must have 5 application packets listing the scholarship name at the top of each resume.

Please organize in the following manner:

Starting with the item on top and working towards the last page...Staple each packet

1. Resume
2. Essays
3. Financial Need/Scholarship Documentation
4. Schedule
5. Transcript
6. Any additional information the scholarship might require

Due by 8:40 a.m. on Monday, January 26, 2026
No Late applications will be accepted.