

Name: _____

My Personal Planning Sheet

- Attend Scholarship Kick-Off - December 8th, 2025**
- Complete the Scholarship Checklist - February 12th, 2026**
- Fill Out Applications**
 - Go to the District website to complete applications online, then print for submission.
 - OR print a paper copy and complete it by hand.
- Letters of Recommendation** (only if required by the scholarship)
 - Ask for letters at least **2 weeks in advance**.
 - Pick up your recommendation letters when ready.
 - Do not submit letters unless the scholarship specifically requires them.
- Essay**
 - Write your 200-word essay (page 3 of the application).
- Volunteer Hours**
 - Submit all volunteer hours to the Career Readiness Center (Room 1735) before **January 31st, 2026**
 - Sign up to receive a printed report of your volunteer hours to include in applications.
- Transcripts**
 - Wait for the announcement that transcripts are ready.
 - Pick up your transcript from the Career Readiness Center.
 - Make copies for every application.
 - **Do not request transcripts** through Parchment or Counseling.
- ACT Score Report**
 - Go to my.act.org to download your ACT score report.
 - Attach a copy to each scholarship application.
- Final Steps Before Submission**
 - Make the required number of copies of each completed application.
 - Complete any special applications.

Deadline:

All completed applications must be submitted to **Ms. Mueller in the Career Readiness Center (1735)** by **Thursday, February 12, 2026, at 3:00 PM.** (You may turn them in earlier.)

Before Interviews - (March 9th - 13th, 2026)

- **Attend the Scholarship Interview Seminar in the West Cafeteria during Flexi.**
 - **January 30th 2026**
- Take a deep breath... and get ready for your interview! ☺