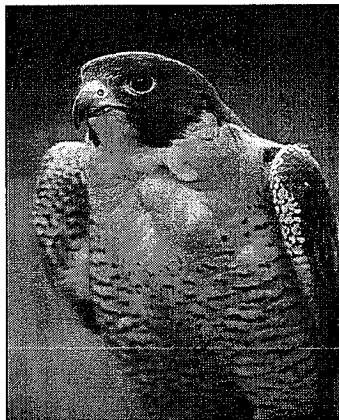


**The Freeman Public
Schools
Scholarship
Information Packet
for
SENIORS 2011**



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The Scholarship Information Packet

Each year countless scholarships are awarded to individual who apply for monetary aid. It is a very competitive market, and, as students, you want to do all you can to prepare and equip yourselves to present your best effort as you apply for these valuable financial aids to achieve your future dreams.

Who is responsible for applying for my scholarships?

One word: you. Countless people may assist you in your college application process, but ultimately you, and only you, can take the responsibility and credit for your scholarships. Parents, teachers, community members, the counselor can assist you, but you must assume this adult step seriously and responsibly.

SENIORS should be planning on using some precious Christmas vacation to put together scholarship information, build resumes, and do some strategic planning. Looking ahead now will take the edge off of the busy basketball/wrestling, speech, final tests for 3rd nine weeks time when many scholarships are due.

What do I need to know?

1. Get all the information you can about the scholarship.

A. *QUALIFICATIONS AND CRITERIA:*

**gender *ACT score *age *class ranking *GPA
*financial need *parent's occupation or involvement*

B. *What do I need to include for the application?*

**transcripts (GPA) *letters of recommendation *application form
*essay *interview *portfolio *test scores *resume*

C. *IMPORTANT INFORMATION:*

1-Who is sponsoring it?

2-What is the due date?

3-When is it awarded?

**after successful completion of first semester of college*

**other*

2. Organize yourself

A Type your information &/or resume and back it up on a disc or jump drive and save it to the NETWORK

B Keep all scholarship information in a separate folder or binder

C List all scholarships for which you will be applying & include:

** due dates *required criteria (Check off as you complete)*

D Contact your reference people early & include an information sheet as well as instructions for delivering their references (Will they return it to the counselor's office or mail the reference? If they mail it, you **MUST** supply them with a self-addressed, stamped envelope)

E Keep in close contact with your counselor for latest scholarship opportunities and advise her of any assistance you need from her concerning transcripts, application forms, referrals, etc.

3. Things to remember about your application:

A Neatness: Everything about your scholarship tells the people awarding it something about you! This is a highly competitive market and neatness is the easiest part of your application to control!

B Timeliness: Many times late applications are trashed. If you spend the time applying for a scholarship you want to make **SURE** it will be read. Turn scholarships in **ON** or **BEFORE** the **TIME** they are **DUE**.

C The Focus: Don't just have one form letter that you use. Identify each scholarship for its focus--athletic, leadership, academic, activities, community service and volunteerism, financial need, or combination

D The Voice: Keep your voice active and use plenty of "sizzle" words. For example: **NOT**-- "It is my intention. . ." or "There are several dreams I have. . ." **BUT**-- "My intention is to. . ." or "My dreams are to . . ."

E The Grammar:

- ❖ Review rules of capitalization for names of organizations, classes, common groups, awards, etc.
- ❖ Review punctuation rules. Most common mistakes; comma after introductory phrases, clauses and interrupters. Remember the **COLON** after the greeting in a business letter.
- ❖ **READ** your writing to yourself aloud and **HAVE** someone proofread your work.
- ❖ **DO NOT** overuse the pronoun "I."
- ❖ Review addressing protocol for letters--Spell out street (**NOT** st. or **ST** not **St.**)--Remember that Post Office address requirements for envelopes differ from business letter punctuation--Review a business text or English text for the correct way.
- ❖ Don't use slang or humor. Keep the style formal, respectful and business-like, even if you know to whom you are writing.
- ❖ Check for any errors and fluidity of thought and let someone else proofread it as well.

F The Courtesy: Make sure to thank the committee for their time and consideration of you for their scholarship.

G The Sell-job: Above all, sell yourself. Include examples to vividly support your statements. Not just “I have been active in my school as a tutor” but “on weekends I go to the home of a struggling middle school student and help him with his spelling words and math. The reward for this is that he is passing all his classes and looks forward to going to school.”

4. Things to remember about your references:

A. Ask if people are willing to give you a “good reference.”

B Ask your reference people NOW if they will write your references when you need them in a few months. This will give them an opportunity to watch you even more than usual and make the best of your reference from them.

C DO NOT notify references on short notice. Give them two weeks or more to complete their task. You may lose your first choice reference people because you have not give them enough time.

D Remember to give all information they need as well as any materials, forms, self-addressed/stamped envelopes, resumes, or instructions (delivery or focus of scholarship)

E ALSO, it is your responsibility to DOUBLE CHECK that the references have been done. Ask the reference people if they have done your referral a day or two before they are due, just to make sure they are done.

F THANK THESE PEOPLE FORMALLY WITH A NOTE AND YOUR VERBAL GRATITUDE. Thank them before, during, and after their references, you may need their assistance again someday.

*WHEN ASKING A TEACHER OR COMMUNITY MEMBER FOR A LETTER OF RECOMMENDATION: be sure to supply all information, application blanks filled for which YOU are responsible, envelopes, and postage as a courtesy! Don't forget to thank them--frequently--for his/her assistance. A card of thanks is a great gesture of appreciation. You may need him/her again someday for another recommendation for a job or college scholarship.
WHAT? WHEN? WHERE? HOW? Are great questions to cover when notifying your person of recommendation of valuable information.*

Be sure to provide the persons writing you letters of recommendation with all the necessaries:

- ☞ All signatures and blanks of application filled out with the information for which you are responsible--don't make the person you are asking the recommendation for fill out your application information (they may NOT)
- ☞ Give them the name of scholarship
- ☞ Give them the focus of the scholarship
- ☞ Provide them a resume to reference

- ☞ Supply an ENVELOPE with POSTAGE-- if you want them to mail the letter
 - ☞ Present them with INSTRUCTIONS for filling out a form, writing a letter---
 - ☞ BUT above all to whom or how they are to deliver the letter!
- IS IT TO BE MAILED, GIVEN TO THE COUNSELOR, OR WILL YOU PICK IT UP?

Parents: Be supportive of your seniors--but DON'T do their scholarships for them. Community members, faculty, administrators, and scholarship committees are quite good at recognizing applications, efforts, and answers that are not the student's. In the long run, it could hurt your student's chances for scholarship dollars and other opportunities.

Also, when anything is needed from the guidance office, it is the student's responsibility to contact the counselor--not the parent's.

Scholarship Internet Searches:

www.educationquest.org

www.nebraskacareerconnections.org