Local Scholarship Packet Guidelines

1. All local Scholarships are listed on the application web-site.
2. Each packet has a number assigned to it as well as a place for you to record your name and social security number.
3. Do not lose your packet, all scholarships will be returned in the packet at the same time.
4. All packets will be returned to Mrs. Wilkinson by the deadline. NO EXCEPTIONS!
5. Follow the instructions on EACH application! (If it tells you to type it, then do it. If it says “In your own handwriting” then do it!).
6. Remember, your odds are greater if your application is neat and professional so try to avoid stains, white out, wrinkled papers, etc.
7. Don’t leave anything blank or missing unless it doesn’t apply to you. If they don’t think you provided enough information, or you failed to complete it as instructed, they probably won’t waste their breath in considering you for the scholarship.
8. Make sure you include everything they request (recommendations, picture, etc.). If they ask for an un-mounted photograph, just paper clip a senior picture to the top of your application.
9. **If it asks for your GPA and Rank in Class, leave it blank. I will fill that in and sign it before the scholarships are delivered.**
10. **If it asks for a copy of your transcript, I will take care of that as well.**
11. Make sure you do NOT put your name or identify yourself in any way on the First National Bank application. All they want is your packet number and your social security number on it.
12. **TAKE YOUR TIME AND SELL YOURSELF ON THESE APPLICATIONS!** Remember, you are competing for money so now is the time to really sell yourself by listing all your activities, awards, club involvement, jobs, EVERYTHING that makes you unique and important!
13. **DO NOT HAVE OR LET YOUR PARENTS FILL THEM OUT FOR YOU!** These scholarships are for you and your college education, not your parents! If the scholarship committee believes a parent completed the application, they will hit the trash—no ifs, ands, or buts!
14. If it asks for recommendations, make sure you ask people that will give you a POSITIVE recommendation! (Anyone will write a recommendation for you—it just might not be what you are expecting!).
15. If it asks for recommendations, ask the people well in Advance! Do not ask them at the last minute! Doing this will only irritate the person and be cause for a very short and sweet recommendation at best. Many people get asked to write recommendations for lots of you so be sure and offer them the courtesy of plenty of time to get it done!
16. Make copies of everything you do from now on for your records! Things often get misplaced on college campuses, etc. Always have a copy of everything you do as backup should you need it!
17. Turn in all applications to Mrs. Wilkinson in the packet you were provided (all at once) and prior to the deadline! **No applications will be accepted after 3:30 on Friday, March 24, 2017.**

**\*All local scholarships are located on the district website:** [**www.usd466.com**](http://www.usd466.com)**. Click on the high school icon, then the counselor’s corner link and all scholarships should pop up! Just click on the one you want to work on and begin typing. (All are done in the “Word” program).**

**\*All Scott Community Foundation scholarships are located on their website:** [**www.scottcf.org**](http://www.scottcf.org)**.**