Monroe County Local Scholarship Application Tips

Please use the tips below to help prepare your scholarship packet. If you need help or have questions, stop by the School Counseling Office BEFORE the application deadline (Valentine’s Day, February 14th).

General Information

* Many scholarships are for any post-secondary education plans, not just 4-year colleges or universities.
* Visit jmhscounseling.weebly.com and select the Scholarship tab to find the application.
* Scholarship applications are due on Valentine’s Day (February 14th).
* The application should be completed one time and saved to a device. When ready to print, update the “Scholarship Applying For” dropdown and print for each scholarship to which you are applying.
* Filling out the entire application at one time is not necessary. A couple of months have been provided so that students may submit their best work.
* All questions are not required to be answered. However, failure to answer questions may disqualify you from certain scholarships.

Activities Section

* This section is of high importance. Spend some time reviewing your high school activities with your family to ensure nothing is omitted. That said, more activities does not necessarily indicate a better outcome. Scholarship committees are looking for a commitment to school and community, even if that only includes one activity to which you have devoted lots of time.
* Awards (Golden Horseshoe Winner, Perfect Attendance, etc) should be included in this section.
* Activities prior to high school should not be listed unless they are outstanding achievements (i.e. Golden Horseshoe Winner) or they are current activities that began at a young age (church involvement, Boy/Girl Scouts, etc).
* If a title or office is not held for an activity, list “member” there.

Personal Essay

* This is the most important part of the application. In this section, the scholarship committee member will get to know you.
* The essay should illustrate your personal qualities and highlight your goals. You want to create a personal connection here.
* Think outside of the box and be original.
* It is not necessary to restate all of your academic information and activities here. Those are already on the application. Use this space to introduce yourself to the reader.
* Use proper grammar, correct spelling and be selective in word choice.
* Have a peer, teacher or mentor proofread your essay.

References

* Two letters of recommendation are required. It is a good idea to ask one teacher and one community member (employer, coach, community service leader, etc) for a reference.
* Ask for a recommendation letter in person using good manners.
* Provide the reference with a minimum of two weeks to write the recommendation letter. Be sure to provide them with a deadline. You may wish to set this a couple of weeks prior to the application deadline to give you time to prepare your materials for submission.
* Provide the reference with the academic information you feel comfortable sharing (cumulative GPA, course load, test scores, transcript, etc) AND a senior brag sheet. You may pick up a senior brag sheet in the school counseling office or find it online at jmhscounseling.weebly.com under on the scholarship page.

**Application Submission**

* **Applications should be submitted in the school counseling office on or before Valentine’s Day (February 14th). Applications are due on 3:45pm on Valentine’s Day, at the latest to be considered on-time. Applications submitted after that date will be noted as late submissions.**
* **Submit neat, clean application packets. You may submit materials stapled, paper clipped, in manila envelopes or through other appropriate means. The key is to have them nicely organized. We have manila envelopes in the guidance office available for students to use.**
* **Write your name and the scholarship you are applying for on the front of the manila envelope, put all necessary materials in with the scholarship application (transcripts, recommendation letters, etc.). When you submit them, write your name, date submitted, and phone number on the paper in the designated scholarship box. If you need help, make sure to stop by prior to February 14th.**
* **Students will not be permitted to stay in the guidance office on February 14th to complete applications. If students have questions, they are welcome to come down and we will aid them in completing the forms, but they will not be permitted to miss class on February 14th.**

Frequently Asked Questions

* Is it okay to list undecided for your major?
	+ Yes. Listing undecided for your intended major is acceptable. However if this is the case, you may wish to explain why you are undecided in your personal essay.
* Do I have to answer questions regarding financial information?
	+ Questions regarding financial information are not required to be answered. Though, doing so may disqualify you from some scholarships.
* Do I complete the Post or After College Activities section as a senior?
	+ No. This section is for current college students. High school seniors should leave this section blank.
* Am I required to provide a picture?
	+ No. If you choose to include a photo, it should be appropriate for media releases, recognition ceremonies and the like. The photo should be shoulders and above. No selfies.
* Do I have to print applications at home?
	+ No. We recommend application materials be printed and copied at school.