

*****The first page (cover page) of your application on any of the scholarships should include:**

Scholarship Name _____

Applicant's Name _____

Applicant's Address _____

Cumulative GPA _____ Class Rank _____ of _____

Registrar's Signature _____

For all WVHS local scholarship include the following:

- A signed letter telling of your family history and outside work experience. It should also include your future plans, your choice of school and your career intentions. Please explain why you financially need this scholarship. (PERSONAL PROFILE)
- The completed activity and community service form. (see WVHS EXCEL FORM)
- A copy of your official transcript.
- A copy of your scores from the SAT, ACT, and any other tests you may have taken.
- A copy of your attendance record for the first semester of your senior year
- Three letters of recommendation. Be sure there is ONE from a school employee, ONE from a community service / club affiliation and ONE from an employer or other outside source.

On the activity record form, please note the following information about each section:

Part A – Extra-curricular activities

List all activities in which you have participated in during high school. Include clubs, teams, etc., and major accomplishments in each.

Part B - Leadership positions

List all elected or appointed leadership positions held in school, community, or work activities. Only those positions in which you were directly responsible for directing or motivating others should be included. For example, elected student body, class, or club offices; committee chairperson; team captain; work area manager, or community leader.

Part C - Community activities

List community activities in which you have participated and note any major accomplishments in each. These should be any activities outside of school in which you participated for the betterment of your community. For example, church groups, clubs

sponsored outside the school, 4H, Boy or Girl Scouts, volunteer groups, or community art endeavors.

Part D - Work experience recognition, and awards

List any job experiences, honors, or recognition that you have received. Work experience may be paid or volunteer.

*****OTHER MISC. SCHOLARSHIP APPLICATION INSTRUCTIONS AND GUIDELINES*****

- Read all of the directions before you start. Then read them again. Follow EVERY direction EXACTLY!
- If the instructions say "**three letters of recommendation**" it means three, not one or two. Try to include various types of recommendations: school staff member, employer, community club or church advisor etc.
- Times – 12 font looks neatest unless it specifies differently. Try to double space when you can.
- Check and check again for spelling and other grammatical errors! Have someone else read it over and give suggestions!
- If you have any **questions** – ask!
- Remember to **sell yourself**. There are many applicants for most scholarships. Make yourself stand out. Don't be afraid to show your character and talk about yourself. Use a unique title page and enclose it in a clean binder. (see Ms. Larew for some freebies – 1st come 1st serve till they're gone)
- **DEADLINES** are very important! Don't turn it in late. Most committees will throw it out.
- **SAVE** a copy of your applications if you can. Sometimes they get lost or you may wish to duplicate some information from them.
- **DON'T FORGET TO HAVE THE REGISTRAR SIGN THEM!!** She is the registrar. This is very important for verifying your information. REQUEST TRANSCRIPTS EARLY and in writing!