

# Local Scholarship Application **Worksheet**

Use this worksheet to help you gather much of the information needed to complete the online application

\*Review the Local Scholarship Rubric to understand expectations of the Scholarship Committee on application completeness, and criteria when scoring.

*\*Reminder that all identifying information will be redacted upon Application Submission*

## **Section 1 of application is general instructions and information**

**Sections 2-3 of the application collect general information, name, contact information, demographic, etc.**

## **Section 4 - Post Secondary Plans**

1. Number of siblings currently attending post secondary
2. Current cumulative GPA
3. Type of Program Attending in 24-25 School Year
  - a. Certificate or 1 year program
  - b. Technical/Community College - 2 year program
  - c. Community College to 4 year Pathway Program (ie. Anoka Ramsey Education Pathway, Nursing Pathway, or similar at other 2 year college)
  - d. College or University 4 year Program
4. What School do you plan to attend next year?
5. What is your intended field of study? [Career Chart](#)
  - a. Human Services
  - b. Agriculture/Food/Natural Resources
  - c. Business/Management/Administration
  - d. Health Science
  - e. Arts, Communication, and Information Systems
  - f. Engineering, Manufacturing, and Technology

6. What is your intended Major?
7. Are you considered a First Generation college student? YES or No
  - a. First generation means that neither parent/guardian, or parent/guardian you live with, has completed a four-year bachelor's degree

### Section 5 Volunteer, School, Community and Work Experiences

1. Volunteer and/or service related experiences while in high school - *Free Response*
  - a. Provide the name(s) of the organization/group(s), approximate hours and years, and description of activities
2. During your four years of high school, list your participation in school related extracurricular activities and/or athletics; or community sponsored extracurricular activities, sports, and clubs. - *Free Response*
  - a. Provide the name of the activity and the number of years of participation while in high school - if you have participated in a sport since middle school, you will still list 4 years
  - b. Example

List of school and/or community extracurricular activities

High School Volleyball 4 years  
Student Council 3 years  
Project for Teens 1 year  
Youth Service 2 years  
AAU Basketball 3 years  
Media Productions 1 year

3. Do you intend to participate in any of the following at the collegiate level?
  - a. Athletics
  - b. Music
  - c. Theater
  - d. Will not participate in college activities
4. Will you be receiving an athletic scholarship from your institution? YES or NO
5. Employment History - *Free Response*
  - a. List employer, dates, title of position, and responsibilities.
  - b. Example

## Employment History Example

Life Guard at Community Ed Summer 2017  
Maintained order and safety among swimmers  
Administered first aid and CPR when necessary  
Address unsafe conditions

Cashier at Walmart 2017-2020  
Scan, bag, and load purchases  
Manage daily till  
Restock merchandise  
Provide a pleasant shopping experience for each customer

## Section 6 - Personal Statement

### Personal Statement - suggested length 500-750 words

Scholarship readers want to understand who you are beyond grades and test scores. In a well-organized personal statement essay, please address the following areas. You do not need to answer each item separately, but your essay should thoughtfully incorporate all components.

In your essay, reflect on and explain:

- **Who you are as a person:** describe your values, character, and work ethic. What qualities define you? What motivates you to work hard or persevere?
- **Your academic journey:** discuss your academic performance including any challenges or obstacles you have faced. How have these experiences shaped you as a student and individual? Highlight growth, improvement, or resilience where applicable. Share how you have been involved in activities, leadership, work, service or extracurriculars. What impact have these experiences had on you or others?
- **Your plans after high school:** Explain your desire to pursue post-secondary education (college, university, technical school, or other training). What are your educational and career goals, and why are they important to you?
- **Why you are seeking a scholarship:** Describe the role this scholarship would play in helping you pursue your post-secondary goals. You may discuss financial need, personal circumstances or responsibilities that impact your ability to fund your education. You are not required to share specific financial details, but should explain why scholarship support is meaningful and necessary for you
- **Your future impact:** Reflect on how receiving this scholarship would support your goals and how you hope to give back to your school, community, or chosen field in the future

**As you write, keep in mind:**

- Be specific and use personal examples

- Be honest and reflective rather than simply listing achievements
- Proofread carefully to ensure your application is complete, clear, and professional

This scholarship essay is your opportunity to help scholarship readers understand your story, your goals, your need for support, and why you are deserving of this award.

### **Section 7 Letter of Recommendation**

1. Must provide at least one professional letter of recommendation
  - a. Consider a teacher, coach, supervisor, mentor, etc. that can speak authentically on your behalf
  - b. Should highlight your accomplishments, as well as traits that they consider worthy of recognition in receiving an award
  - c. *WARNING: Many people are asked for a number of letters of recommendation and end up creating templates where they just change a student's name. The scholarship committee could see this, and notice a pattern. Try your best to find an updated letter, not just one that was used in careers, that is generic.*

### **Section 8 Final Checklist**

1. Make sure your name is at the top of each page of the documents uploaded
2. Submitted Personal Statement
3. Submitted Letter of Recommendation

### **Section 9 Certification**

1. "I understand that once my scholarship application is submitted, I will not be able to make changes. By checking the box below, I certify that I did not use AI on any of my application. I understand that if any of my application flags for AI usage, I will not be eligible for any of these scholarships."
  - a. Check Box - I understand that once I submit this, I can not add or change anything
  - b. Check Box - My certification that I did not use AI on my application

### **Reminder of Documents needed:**

- Personal Statement** - 1-2 pages in length
- Letter of recommendation** - attain a letter of recommendation from a teacher, counselor, coach,

advisor, supervisor, etc. that can highlight your skills and attributes

- Use this [survey form](#) to send to the people you are asking to write letters, as it will give them a lot of information about YOU!

**Use the information you noted in this Worksheet to help you complete your Google Form Application!**