



## **IMPORTANT INSTRUCTIONS FOR COMPLETING LOCAL SCHOLARSHIP APPLICATIONS**

1. **The deadline date for scholarship applications is April 30<sup>th</sup>! Please make note that there are two scholarships with different deadlines. Return completed applications to the Guidance Office**
2. **REFERENCES:**  
Several scholarship applications require a character reference. If a reference(s) is required, you may use one or more already in your permanent record file. If you wish to use specific references, please make a note on the application.
3. **ESSAYS AND REQUIRED LETTERS:**  
If required, scholarship donors request that students write carefully, thoughtfully, and correctly (grammar, punctuation, spelling, etc.). This is a very important part of the overall application.
4. **TRANSCRIPTS:**  
A copy of your high school transcript will automatically be provided to scholarship committees. You do not need to request a copy to go along with individual applications.
5. **ADDITIONAL SUPPORTING MATERIALS:**  
Please read the instructions carefully and make sure that all your applications are complete. Many scholarship donors will not consider incomplete applications. Submit copies of any additional material along with your application. **IF YOUR APPLICATION IS NOT COMPLETE, THE SCHOLARSHIP COMMITTEES WILL NOT CONSIDER THEM!!**

**NOTE: YOU MAY NOT BE ELIGIBLE FOR ALL LISTED – PLEASE CHECK DESCRIPTIONS CAREFULLY.**