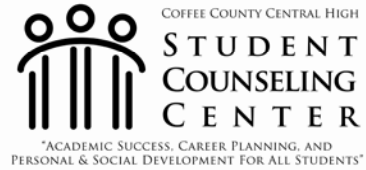


## LOCAL SCHOLARSHIP APPLICATION DIRECTIONS

The deadline to turn in all completed materials is:

**FEBRUARY 16, 2010 by 3 PM**



Review each description carefully and apply only for the scholarships for which you qualify.

Unless otherwise stated, all scholarships may be used at a 2yr, 4yr college or vocational/tech school.

To be eligible for ANY scholarship, you must have applied to a college or technical school. **BE SURE TO DO THIS SOON IF YOU HAVE NOT ALREADY DONE SO.**

Complete the application online at <http://www.coffeecountyschools.com/chs/scc.html> .

NOTE: Online, you can type the information into the Local Scholarship Application. This PDF is an editable form. The AEDC Women's Club Application is also an editable PDF.

**NEATNESS COUNTS; IT SERVES A FIRST IMPRESSION.** Ask yourself, "Would I give money to this student?" If you can use the internet, type the application using the editable PDF online. If not, write in the information **neatly and legibly** in black ink – *do not use pencil*.

Follow ALL directions on the application, do NOT omit anything or leave any blanks. Use terms such as "not applicable," "N/A," or "none" where appropriate.

A few applications require a transcript. Request a copy from the SCC and make as many copies as needed.

DO NOT place the application and/or the requested materials in folders or covers of any kind.

DO NOT turn in messy or incomplete materials; they will not be accepted. **Complete all requested materials NEATLY as directed.**

Make a copy of everything for your own records.

If you need assistance, make an appointment to meet with your counselor well before the deadline.

The key to writing a **strong essay** is to be personal and specific. Include details and concrete examples and be honest. Unless otherwise noted, limit it to one page. Proofread carefully, check spelling and grammar and share your essay with friends, family members or teachers. Another pair of eyes can catch errors you might miss. See essay and resume tips on the next page.

For letters of recommendations, choose adults who know you well. Consider teachers, coaches, employers, and community or church leaders. **Give them enough time to write thoughtful and articulate letters. It would be helpful to provide them with a resume;** this should be given to them when you request the recommendation. It will also serve as a *reminder* for the writer.

**Plan to request all letters of recommendation by January 15<sup>th</sup>.** This will give the writer ample time to write your letter. NOTE: Be aware that many teachers are requested to write several letters. By requesting the letter no later than January 15<sup>th</sup>, you are giving them time to complete your recommendation before the February 16<sup>th</sup> deadline.

**Staple each completed application packet in the following order:**

1) Application (page 1 only) 2) Resume 3) Essays/Summaries of Ed. Plans 4) Letter(s) of Recommendation 5) Transcript. (Some items listed are not required; only submit exactly what is required for each scholarship.)

NOTE: Remember to submit ONE copy of the Local Scholarship Summary page to the SCC along with the scholarships.