Scholarship Search

Successful Applications
Multiply your opportunities for being awarded!

1. Start your search early.
2. Read eligibility requirements carefully.
3. Organize all your scholarship materials.
4. Proofread your application carefully.
5. Do not leave items blank.
6. Follow instructions exactly.
7. Make sure your application is legible.
8. Make copies of everything you send—file in a safe place.
9. Double check your application.
10. Get your application in EARLY—don't wait until the day before or of the deadline.

Apply & Track
- Make sure you create a file for EVERY institution to which you apply. Keep copies of everything you submit!
- Enter information into your spreadsheet. Make sure you check off each item that is required as you complete it, and the date you sent information.
- Use a wall calendar to backdate and enter important deadlines. Write down dates to call back institutions to confirm receipt of your materials, or to follow up as needed. Don’t forget to follow up with your references, too!
- Send out your thank you notes as you go along. Do NOT wait!

Organize Your Materials
- Develop a simple spreadsheet to track applications you have completed and submitted.
- Create a filing drawer using a milk crate, large box, or other container.
- As you apply, create one file folder for EACH institution that you apply to for funding.
- Have a separate file for each of the following to make it easy to refer to or include in a packet along with your application:
  - Your personal background including documentation
  - Family background
  - Resume (copies) or on disk/USB to print as needed
  - Financial Information (tax documents, student aid report from FAFSA, etc.)
  - Letters of Acceptance from colleges, universities, trade/technical schools
  - Portfolio
  - Envelopes (large and regular) and first-class stamps

Basic Tips on Internet Searches
Make every effort count…
- Ask your high school guidance counselor about local awards and check your school's website for scholarship information.
- Make a list of organizations, churches, and foundations to use as subcategories for your search. Being specific will decrease the time you spend in your search and will yield better results.
- Use a variety of search engines because each will yield different results, i.e., google and yahoo.
- After reaching a desired website, check the sides or top of the home page for links to scholarships, grants, financial aid, funding financial assistance, or education, etc.
- Keep a list of websites visited to reduce duplication in your search.
Understanding the Terminology

**Scholarships** – money you are given for something *you have done or can do*, e.g., academic or athletic record. Sometimes used interchangeably with grants and tuition discounting.

**Tuition Waiver** – discount applied against tuition as a type of scholarship. Generally used by private colleges and universities.

**Grants** – money you receive because of *who you are*, e.g., race, demographics, etc.

**Merit Based Award** - money given to whichever applicant is the best at the subject of the scholarship. Income is no consideration.

**Need Based Award** – money that is offered solely on the basis of financial need.

**Subsidized Loan** – Loan that does not accrue interest until 6 months after the student graduates.

**Unsubsidized Loan** – Accrues interest upon distribution to the student.

**Federal Aid** – money that is provided to students/families through the United States Department of Education. In ALL cases, students must complete the Free Application for Federal Student Aid (FAFSA). Includes grants and loans. [fafsa.ed.gov](http://fafsa.ed.gov) (Create a login at fsaid.ed.gov)

**State Aid** – money provided through individual states in which the student resides. In most cases, the FAFSA will be used so students will need to complete this document.

**Scholarship Categories**

(For most scholarships, students must have applied and been accepted to a college/university)

**Academic** – strictly based on overall (cumulative) GPA. May use weighted or unweighted GPA.

**Merit/Service** – awarded on the basis of: services performed, contributions to the community, or academic record of performance—not just strictly the GPA—may also include rank, test scores, review of transcripts and courses completed.

**Major** – award is made on the basis of what academic major a student will pursue in college.

**Talent** – awarded on the basis of fine and performing arts talents such as art, theater, and music, or sports.

**Ethnic** – awarded on the basis of a student’s genealogical background.

**Employment** – award is given only to students who are employed by a particular organization, or to the students of parents (in some cases immediate family members) who work for a particular organization.

**Military** – award made on the basis of completed service in a branch of the military or *expected* service upon graduation from college.

**Religious** – recipient must be a member of this particular religious organization.

**Membership/Affiliation** – student or family member (generally parents/grandparents) is a member of a particular organization. This includes unions, clubs, and societies.
Documents

What you’ll need to have on hand for applications

- **References** - put together a list of persons whom you can contact to write letters on your behalf such as:
  - Teachers
  - Counselors
  - Pastor
  - Club Advisors/Coaches
- **Transcripts/Transcript Request Form**
- Some institutions will allow you to send an unofficial transcript, and others will require that you have the transcript sent directly from the school
- **College Essay**
- Have a copy on disk so that you can change parts of the essay to relate more directly to the specific scholarship/grant for which you are applying
- **Resume**
- **Portfolio**
- **Documentation of ethnicity**
- **Documentation of disability**
- **Cover Letter** (keep on disk to change as needed)
- **Financial Information** (completed tax returns)
- **Letters of Acceptance** from colleges/universities
- **Thank you cards** to send to people who helped you

### Scholarship Websites

- [www.occf.org/scholarships/](http://www.occf.org/scholarships/)
- [tulsacf.org/whatwedo/education/scholarships/](http://tulsacf.org/whatwedo/education/scholarships/)
- [www.scholarshipamerica.org](http://www.scholarshipamerica.org)
- [www.unigo.com](http://www.unigo.com)
- [www.salliemae.com](http://www.salliemae.com)
- [www.fastweb.com](http://www.fastweb.com)
- [www.nationalmerit.org](http://www.nationalmerit.org)
- [www.petersons.com](http://www.petersons.com)
- [www.kmfonline.org](http://www.kmfonline.org)
- [www.scholarshiphunter.com](http://www.scholarshiphunter.com)
- [www.scholarship-page.com](http://www.scholarship-page.com)
- [www.fastaid.com](http://www.fastaid.com)
- [www.aasa.org](http://www.aasa.org) (HS Juniors)
- [www.feea.org](http://www.feea.org)
- [www.collegescholarships.com](http://www.collegescholarships.com)
- [www.princetonreview.com](http://www.princetonreview.com)
- [www.collegeboard.com](http://www.collegeboard.com)
- [www.scholarships.com](http://www.scholarships.com)
- [www.mappingyourfuture.org](http://www.mappingyourfuture.org)
- [www.collegexpress.com](http://www.collegexpress.com)

#### Ethnic Minorities

- [www.hispanicfund.org](http://www.hispanicfund.org)
- [www.collegefund.org](http://www.collegefund.org)
- [www.uncf.org](http://www.uncf.org)
- [scholarships.fatomei.com/college.html](http://scholarships.fatomei.com/college.html)

#### Students with Disabilities

- [www.nfb.org/scholarships](http://www.nfb.org/scholarships)
- [www.gmsp.org](http://www.gmsp.org)

#### International/Study abroad

- [www.internationalscholarships.com](http://www.internationalscholarships.com)
- [www.iefa.org](http://www.iefa.org)

#### Nontraditional

- [www.legion-aux.org](http://www.legion-aux.org)
- [www.collegescholarships.org](http://www.collegescholarships.org)
- [www.finaid.org/otheraid/nontraditional.phtml](http://www.finaid.org/otheraid/nontraditional.phtml)

#### Cancer Survivors

- [http://drangelagrantscholarship.org/](http://drangelagrantscholarship.org/)

### Military scholarship websites

- [www.militaryscholar.org](http://www.militaryscholar.org)
- [www.aerhq.org](http://www.aerhq.org) (Army)
- [www.afas.org](http://www.afas.org) (Air Force)
- [www.nmcrs.org](http://www.nmcrs.org) (Navy/Marine Corps)
- [www.cgmahq.org](http://www.cgmahq.org) (Coast Guard)
- [www.legion-aux.org](http://www.legion-aux.org)
- [www.afcea.org](http://www.afcea.org)
- [www.military.com](http://www.military.com)
Objective

The Objective is a brief statement which expresses a goal for employment or college. It tells the reader what you want to do. Begin your objective with “To…” For example: “To attend a four-year college and obtain a business degree”

Education

Simsbury High School
Simsbury, CT

Honors/Awards

Book Award
Grade 11 – 12
High School Honor Roll
Grade 10 – 12
National Honor Society
Grade 9 – 11
Simsbury Scholar
Grade 11

Extracurricular

Student Council
Grades 10 – 12
Varsity Basketball
Grades 9 – 12
SHS Connect Leader
Grade 11
Freshman Band
Grade 9

Employment

Little City Pizza; Okmulgee, OK
Grade 10 – Present
Stop & Shop; Morris, OK
Grade 9 – 10

Other

Use this category for specific activities or interests that may not fall under another heading. Examples are: Computer or other Special Skills, Languages, Travel, etc. Change the heading to reflect the content of your category.

Community Service/Volunteer Experience

Church Acolyte
Grades 9 – 11
Relay for Life participant
Grades 9 – 10

Interests

Guitar, photography, skiing, biking, reading

References are available upon request.
(Needed for employment resume, not for college resume)
Sample Cover Letter

September 14, 2010

Angela Whitlow
Scholarship Foundation of St. Louis
8215 Clayton Road
St. Louis, MO  63011

Dear Ms. Whitlow:

Enclosed please find my completed application and supporting documents for consideration of the Foundation Scholarship offered through your organization. After a review of my materials, I believe you will see that I exceed your eligibility requirements.

According to the instructions, your agency seeks to reward students who are active in their community, excel academically, and are confident of their future. I volunteer with several agencies such as Habitat for Humanity, the Missionary Baptist Church of Frontel, and am active in the Key Club at my high school. You will find several letters of recommendation from the persons who give leadership to these agencies. In addition, you will see from my transcript that I maintain a 3.5 GPA, while working part-time at Burger King. I am committed to my education, my future as a small business owner, and know that your scholarship will help me to achieve my dreams.

I thank you for the opportunity to seek funding through your agency. Enclosed please also find a self-addressed, stamped envelope that I hope you will use to notify me once your agency has made its decision. If there is anything else you need, please feel free to contact me at my home number (381.283.3939) or via e-mail to diaganamo@yahoo.com.

Sincerely,

Name of Student
<table>
<thead>
<tr>
<th>RELATIONSHIP</th>
<th>EDUCATION</th>
<th>EMPLOYER</th>
<th>ETHNICITY</th>
<th>RELIGION</th>
<th>UNION, MEMBERSHIP, ORGANIZATION, AFFILIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Father</td>
<td>University of South Florida, Tampa, FL</td>
<td>Walmart</td>
<td>Nigerian</td>
<td>Baptist (Southern)</td>
<td>Local 242 (electrical)</td>
</tr>
<tr>
<td>Mother</td>
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<tr>
<td>Grandparent</td>
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<tr>
<td>Grandparent</td>
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<tr>
<td>Aunt</td>
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<tr>
<td>Uncle</td>
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<tr>
<td>Sibling 1</td>
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<tr>
<td>Sibling 2</td>
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### Scholarship Tracker

<table>
<thead>
<tr>
<th>Scholarship Name</th>
<th>Deadline</th>
<th>Website</th>
<th>Contact</th>
<th>Notes</th>
<th>Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sam Noble Scholarship</td>
<td>02/15/2018</td>
<td><a href="https://noblefoundation.org/scholarships/">https://noblefoundation.org/scholarships/</a></td>
<td>Phone: 580-224-6247 Email: <a href="mailto:scholarships@noblefoundation.org">scholarships@noblefoundation.org</a></td>
<td>Oklahoma residents</td>
<td>01/30/18</td>
</tr>
</tbody>
</table>