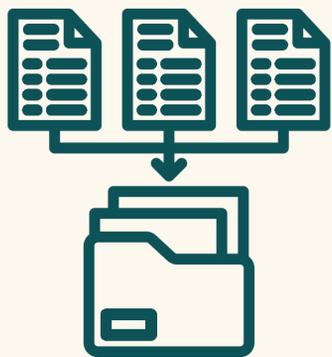


Get Organized

- Create a master list of scholarships (name, deadline, requirements, award amount)
- Make a calendar with all deadlines
- Gather basic personal info (address, GPA, class rank, test scores, intended major)
- Create or have available an email address to utilize that is not affiliated with your school
 - Set up a dedicated email folder or inbox label

Prepare Core Materials



- Resume/Activities List (clubs, sports, volunteer work, jobs, leadership)
- Personal Statement or general “About Me” paragraph
- Transcript (official or unofficial, depending on scholarship)
- Test Scores (ACT/SAT) if required
- Letters of Reference
 - Identify 2-3 individuals early (teachers, counselor, coach) and have correct email addresses
 - Ask if they’re willing and share your resume and deadlines
 - *Do not collect letters yourself yet: scholarships will differ. For CFCI scholarships, a request is sent through a scholarship portal, and recommenders upload their letters directly.*
- Parent/Guardian Financial Information (for need-based apps)
 - FAFSA Student Aid Report (if required)
 - Household income level

Pay Attention to the Details

- Carefully read the eligibility rules
- Make a checklist for the specific scholarships
- Draft required essays
- Answer short-answer questions
- Prepare portfolio materials (if applicable: art, music, writing samples)
- Prepare video submission (if required)



Essays

- Brainstorm ideas for prompt(s)
- Draft Essay
- Edit for clarity and length
- Have someone review (teacher, counselor, parent)
- Final proofreading for grammar and typos
- Save each essay so it can be repurposed for other scholarships

Application Submission

- Complete online application form
 - *Please note that some organizations, such as CFCI, use a universal application, meaning one application may apply to multiple scholarships. Be sure that all required supplemental pages are completed and submitted.*
- Upload correct documents (resume, transcript, letters, etc.)
- Double-check name spelling, contact info, and email
- Make sure documents are correctly formatted (PDF recommended)
- Review the entire application before submitting
- Submit BEFORE the deadline (ideally 24-48 hours early)
- Follow up with those that provided letters of recommendation to ensure submission



After Submitting

- Save confirmation emails or submission receipts
- Track decisions and follow-up dates
- Send thank-you notes for recommendation writers
- Update your scholarship spreadsheet with results

Thank you!



If Awarded

- Complete the acceptance form
- Request and submit any required proof of enrollment
- Add to your resume
- Send a thank you note

Extra Tips

- Apply for more small scholarships-they add up!
- Reuse essays when possible (adjust to fit the prompt)
- Start early
- Treat it like a part-time job: aim for 1-2 applications per week
- This can be complicated. Make a phone call for help

