



SCHOLARSHIP CHECKLIST

GATHER YOUR DOCUMENTS

- ☐ Basic Contact Information
- ☐ High School Details
- ☐ List of Achievements and Honors
- ☐ List of Extracurricular Activities
- ☐ List of Clubs, Work, Volunteering
- ☐ GPA and Test Scores
- ☐ Statement of Purpose
- ☐ List of Possible Essay Topics
- ☐ Financial Information

COMPLETE THE FAFSA

- ☐ Create Your FAFSA ID at studentaid.gov
- ☐ Gather Your Necessary Documents
- ☐ Make Sure You Read and Understand Any FAFSA Updates or Changes
- ☐ Visit the Counseling Center for Questions Regarding FAFSA

SEARCH FOR SCHOLARSHIPS

- ☐ Talk to Mr. Troyer in the Counseling Center About Scholarship Opportunities
- ☐ Reach Out to Local Organizations
- ☐ Search the Internet for Scholarship Opportunities

DETERMINE IF YOU QUALIFY

- ☐ What is the Selection Criteria?
- ☐ Do You Meet the Selection Criteria?
- ☐ Can You Provide the Necessary Documentation?
- ☐ What Expectations Do You Need to Meet and Can You Meet Them?

NOTE DEADLINE AND SUBMISSION REQUIREMENTS

- ☐ Keep Track of Deadlines and Progress in an Excel Spreadsheet
- ☐ Will Your Application Require an Essay?

Go Bengals!



SCHOLARSHIP CHECKLIST

COMPLETE YOUR APPLICATION

- ☐ Fill Out the Application Form
- ☐ Include Contact Details
- ☐ List Your Extracurricular Activities
- ☐ List Any Honors You've Received

LETTERS OF RECOMMENDATION

- ☐ Review the Criteria Before Asking Your Teacher
- ☐ Some Award May Require Letters from a Specific Teacher, Volunteer Coordinator or Coach
- ☐ Ask for Your Letters of Recommendation As Soon As Possible

WRITE YOUR ESSAY (IF REQUIRED)

- ☐ Brainstorm Your Topic but Stay Within the Confines of the Question
- ☐ Have a Trusted Adult Read and Edit your Essay for Grammatical Errors and to Make Sure it Meets the Requirements

REVIEW YOUR APPLICATION

- ☐ Is Everything Spelled Properly?
- ☐ Is the Information You're Submitting Correct?
- ☐ Do You Have ALL the Requested Documentation?
- ☐ Has Your Essay Been Proofread?

SUBMIT YOUR SCHOLARSHIP APPLICATION

- ☐ Submit Before the Deadline. Most Organizations Won't Accept Your Application After the Deadline
- ☐ Hit the Submit Button!
- ☐ Celebrate and Congratulations!

Go Bengals!
