

STOUGHTON HIGH SCHOOL
SCHOLARSHIP APPLICATION INSTRUCTIONS

1. Read over the scholarship descriptions carefully to determine eligibility.
2. Print out the **three Scholarship Checklists** - one for **SHS** Scholarships, one for **Outside** scholarships and one for **Custom** scholarships.
 - A. **SHS Scholarships**- the recipients for these scholarships are selected by a committee of SHS faculty, guidance counselors and administrators.
 - Fill out the SHS Application writing “SHS MASTER” on the line next to Scholarship #. Attach your updated **resume** sheet and **print three (3) copies** of this application.
 - Fill out the SHS scholarships checklist and put a checkmark next to each scholarship for which you are applying.
 - *Optional*-- If there is any information about you that pertains to a specific SHS Scholarship, type your name, the name and number of the scholarship on the top of a word document. On this page, write the relevant information and print three (3) copies of this document. For example--
 - You are interested in the William A. Batte Memorial Scholarship and you want to talk about what sports you have participated in at SHS and mention the fact that you were elected captain this year.
 - You are interested in the Diana Beth Cooper Scholarship and want to highlight some volunteer work you have done that demonstrates your compassion for others.
 - When you arrive in the cafeteria on **March 7th**, you will give your guidance counselor two copies of all of your SHS Scholarships materials. The **third** copy is for **your** records.
 - Next, you will be required to sit with your guidance counselor to sign up for each scholarship to which you are applying. You will need your SHS checklist for this task.
 - B. **Outside Scholarships**- the recipients for these scholarships are selected by the Scholarship donors. In some cases, applications are not accepted by the donor- this is noted by an **X** in the “Applied” column.
 - Fill out one Application for each Outside Scholarship. Change the number at the upper right-hand corner of the application AND your “Special Qualifications” for the scholarship before printing each

application. Attach your updated **resume**. **Print three (3) copies of each application.**

- Fill out the Outside Scholarships Checklist and put a checkmark next to each scholarship to which you are applying. Make one (1) copy of this checklist for your records.
- When you arrive in the cafeteria on **March 7th** there will be two (2) separate folders for each Outside Scholarship. You will be required to put your complete, numbered application in each folder. The third copy is for your records.

C. **Custom Scholarships**- the recipients for these scholarships are selected by the scholarship donors. The scholarship donors might require a special application form, a typed essay or a customized resume.

- See Mrs. Baeta or Mrs. Pascarelli for the custom applications overview and applications if necessary. Fill out a **standard application** with the custom scholarship number in the upper right-hand corner and attach it to the custom application, resume or essay. **Make three (3) copies of each application.**
- Fill out the Custom Scholarships Checklist and put a checkmark next to each scholarship to which you are applying. Make one (1) copy of this checklist for your record keeping.
- When you arrive in the cafeteria on **March 7th** there will be two (2) separate folders for each Custom Scholarship. You will be required to put your complete, numbered application in each folder. The third copy is for your records.

3. Organize your materials and bring them to the cafeteria on **March 7th** between 2:15-3:30. If you are unable to attend this event, please make arrangements to have your applications distributed by a friend or family member. **Applications will not be accepted before or after this date.**

4. Please check in the Guidance office about any additional scholarships for which you may qualify that are not in the attached scholarship book.

NOTE: Copies CANNOT be made in the High School Office, Guidance Office or in the Media Center. Please make arrangements to prepare your documents at a local copy shop or center in advance of the deadline. There will not be time to make copies after school on March 7th as scholarship collection will end promptly at 3:30