

WHO? ME? A SCHOLARSHIP??

WHO? → YOU – CLASS OF 2019

WHAT? → SCHOLARSHIP NOTEBOOKS

In Sequim we are very fortunate to have many businesses, organizations, clubs and foundations that support Sequim High School graduates by providing scholarships. These local scholarships are usually obtained by submitting a scholarship notebook to Ms. Sanders in the Career Center.

Scholarship donors check-out and review the scholarship notebooks from the Career Center and select their scholarship recipient(s).

* **NOTE:** The Career Center also maintains a scholarship file drawer containing applications of other local, state and national scholarships. These are listed in the daily school bulletin under Scholarship Watch. Seniors can help themselves to these applications at their convenience.

WHY? → To provide financial assistance and recognition to students who are planning to pursue post high school education/training.

WHEN? → Scholarship notebook forms are available on the high school's web page. www.sequim.k12.wa.us (SEE BELOW)
Completed notebooks are due in the Career Center no later than Tuesday, January 22, 2019. LATE BOOKS WILL NOT BE ACCEPTED.

WHERE? → Sequim High School Career Center – Coordinated by Mitzi Sanders.

APPLICATION PROCEDURE

IMPORTANT! → Seniors are required to purchase their 3-ring binder from the high school. The cost is \$4.00 and will need to be paid to Mrs. Ulm in the main office. Binders not purchased from the high school will be returned.

1) Scholarship notebook information can be obtained from the Career Center section of Sequim High School's web site. Here's how:

Go to www.sequimschools.org. Go to the **Select a School** tab and select **Sequim High School** then go to **Career Center**. Open the Scholarship Notebook tab and you will find Scholarship Notebook instructions, Letter of Recommendation form and the Scholarship Application Form. You will be able to fill out your application form online and print it from your computer. **DO NOT SUBMIT A HAND-WRITTEN APPLICATION.**

Do **NOT** delete any of the application questions or leave any questions blank

2) The "**Letter of Recommendation Information Sheet**" serves as a guide (and also a reminder) to those whom you are requesting a letter of recommendation.

Obtain **two letters of recommendation from teachers** of your choice. It is usually best to ask teachers you have had for academic subjects (English, math, social studies, science, language...) for letters of recommendation.

Ask for **two letters of recommendation from community members** - employer, pastor, neighbor, 4-H leader, organization you provided volunteer service, etc. – those who know you well outside of school, but who are **not** a family member. Be sure to allow adequate time (at least two weeks!) for the individuals who are writing your recommendations.

3) Complete your **personal statement**. A personal statement is an essay about **you**. Describe your plans, goals, passions and any other information not already present in your notebook. Your personal statement is the best means that scholarship donors have of *getting to know you*. This is also a good place to address your financial need. If you need help with this, see Ms. Sanders.

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- 4) **Below is a checklist of the items you should have in your completed scholarship notebook:**
- Picture and name on title page or cover.
 - Application pages.
 - Personal Statement. (No more than 2 pages)
 - Two letters of recommendation from inside the school: teachers, counselors, administrators...
 - Two letters of recommendation from community members.
 - Award certificates, newspaper clippings or other items of interest. Make color copies of important documents – do not use originals.
 - Signed and dated disclaimer page.
 - Final page: transcript with 7th semester credits. This page will be added by Ms. Sanders in the Career Center as soon as it becomes available.
 - Place the pages in document protectors and **leave one blank protector for the transcript.**
 - Place your name on the front cover AND on the spine of your notebook.
 - Make a copy of your application, personal statement and letters of recommendation. Place these items in the folder you received, put your name on the front cover and submit with your notebook. (Don't forget to make copies for yourself as well!)
- 5) Submit your notebook to Ms. Sanders in the Career Center by **Tuesday, January 22, 2019.**
LATE BOOKS WILL NOT BE ACCEPTED

- 6) Some local scholarships may require supplemental application forms in addition to your scholarship notebook. Read the Sequim High School bulletin everyday to assure that you don't miss these opportunities! The bulletin is available on the high school's web page.

OTHER HELPFUL HINTS

Submit a well-prepared, organized, neat and easy-to-understand notebook. Check your work carefully. Misspelled words or carelessness could cost you a scholarship!

Many scholarships are based on need. If you have specific financial need (e.g. financial status, living arrangements, medical needs, etc.) not indicated elsewhere in your notebook, write a brief explanation in the space provided at the end of the application. If you need help with this ask the Ms. Sanders.

Seniors are encouraged to see Ms. Sanders with questions and concerns regarding scholarship notebooks. You are also welcome to ask teachers and school staff members to make suggestions and comments about your notebook. We are here to help! Putting together an impressive notebook can be well worth the time and effort. This is your only opportunity to "meet" the scholarship donors.

Be sure to make copies of all materials in your notebook for your own records. The information will be useful for other scholarship applications.

If you receive a scholarship, it is up to **YOU** to supply the organization with your college name, address and your student number or social security number. Students who do not inform the scholarship donor of their plans may lose their scholarship.

DO NOT SUBMIT A SCHOLARSHIP NOTEBOOK UNLESS YOU ARE ABLE TO ATTEND THE SCHOLARSHIP AWARDS CEREMONY ON WEDNESDAY, MAY 29, 2019 AT 6:00 P.M. IN THE AUDITORIUM. THIS IS A REQUIREMENT! ----- MARK YOUR CALENDAR NOW!

A brief reception with refreshments will be held in the cafeteria immediately following the Awards Ceremony. Your scholarship notebook will be available at this time for you to take home.

SEND A THANK-YOU NOTE!!

Scholarship donors expect to hear from the students who have received their awards.