

# Checklist for Making the Most of Your Scholarship Search

A successful scholarship search takes time, but it is well worth the effort when you are awarded a scholarship to help fund your higher education. Good luck with your scholarship search!

## Step 1 – Seek out scholarship opportunities.

- \_\_\_ Check with local organizations including churches, community groups, fraternal organizations, and clubs.
- \_\_\_ Ask your parents to check with groups with which they are affiliated with and with employers.
- \_\_\_ Ask your high school counselor about possible scholarships.
- \_\_\_ Consider electronic scholarship searches. You can begin with [www.finaid.org](http://www.finaid.org).
- \_\_\_ Don't get scammed. Be wary of organizations that require you to pay a fee in order to find scholarships. For further information, go to [www.finaid.org/finaid/scams.html](http://www.finaid.org/finaid/scams.html).

## Step 2 - Obtain the scholarship application.

- \_\_\_ Call the source of the scholarship and get the information you need OR request a scholarship application by mail. Be sure to include a self-addressed, stamped envelope. If you don't receive the application, make a follow up call to make sure they have your correct address

## Step 3 - Review the scholarship application.

- \_\_\_ Read the application carefully. Make sure you know exactly what kind of information is requested.
- \_\_\_ Write the application due date on your calendar.
- \_\_\_ If a transcript is required, make sure it is officially sealed by your school. Do not open the sealed envelope!

## Step 4 - Complete the scholarship application.

- \_\_\_ Many scholarship applications require letters of recommendation. Ask someone who knows you and your work well to write scholarship recommendations – maybe a teacher or your counselor.

### To help them, give them:

- \_\_\_ Enough time to write a strong letter
- \_\_\_ A copy of your resume or something written about yourself
- \_\_\_ The name of the organization, scholarship criteria, and deadline for the application
- \_\_\_ Gentle reminders as you near the application deadline
  
- \_\_\_ You may need an essay or statement of purpose for your application. If an essay is required, make it concise, well-organized, interesting and without errors. Allow time for rewriting.
  
- \_\_\_ Type all application forms, letters, essays, questionnaires, or any other information that needs to be sent as part of the application process.
  
- \_\_\_ Proofread your application materials at least twice.
  
- \_\_\_ Have someone else proofread your application materials.

**Step 5 - Mail it in.**

- \_\_\_\_\_ Make a copy of all your materials.
- \_\_\_\_\_ Maintain a reference notebook for all scholarship requests with reminder dates and information you included with your application materials.
- \_\_\_\_\_ Call to make sure your scholarship information was received and that information is complete.

**Step 6 - Continue your search for scholarships.**

- \_\_\_\_\_ Don't stop looking for additional scholarship information. Continue to search the Internet and check with your high school counselor for updated information.

**Financial Aid Resources available on the Internet:**

1. General information about planning and paying for your educational experience ([www.students.gov](http://www.students.gov))
2. General financial aid information ([www.finaid.org](http://www.finaid.org))  
Includes links to various on-line scholarship searches including free scholarship searches.
3. Information about scholarships for Kansas residents ([www.kansasregents.org](http://www.kansasregents.org))