

Dickson County High School Counseling Department

Scholarship Application Tips and Scholarship Opportunities

- The following scholarship information is compiled to assist you with local and other private scholarship opportunities we are aware of as of January 12, 2010. The list has a tentative release date and a deadline posted for the scholarship.
- Scholarship applications will be located on the display stand outside of Ms. Holt's office so stop by periodically to check for scholarship applications. If the folder is empty check back later for the application.
- Listen to morning and afternoon announcements and check the media board for scholarship information.
- Start early- You will need time to complete the application, request recommendation letters and transcript and meet the deadline.
- Read Eligibility Requirement Carefully- Make sure you meet the criteria outlined by the scholarship sponsor prior to starting the application.
- Take one copy of the scholarship information from the display stand.
- Always put your best effort into each application. Be neat and organized. First impressions count!
- Organize all scholarship material- Create a scholarship file(s) and organize by application deadline date. Keep a calendar with application deadline. Many scholarships require you to provide them with some combination of the following:
 - Transcript- We will attach it when your completed application is submitted. If a transcript is required for a scholarship you didn't receive from a DCHS source, request the transcript at least 1 week prior to the scholarship deadline. i.e. a scholarship offered by your parent's employer
 - Standardized test scores- Usually ACT or SAT
 - Financial Aid forms- such as SAR-Student Aid Report from FAFSA or CSS Profile
 - Parent financial information, including tax forms (Remember to white out or black out social security numbers)
 - One or more essays
 - One or more recommendation letters or profile- Provide the format requested by the application. Avoid general letter. Ask the recommender to address it directly to the scholarship name. You will need to provide this information (in writing) Remember to request the letter in time to meet the deadline. Most teachers will return their recommendation letter to the counselor. I will attach recommendation letter(s) after you submit your completed application. If a letter is missing, I will contact you and give you a chance to check with the recommender.
 - Proof of eligibility- membership card
- You may need to prepare for an interview.
- Proofread your application carefully- Use spelling and grammar check features on your computer. Ask a parent, teacher or another person to proof your essay.
- Don't leave items blank.
- Follow Instructions to the Letter- Avoid going over the length limit for the essay and resist the temptation to send supporting materials that are not requested. Put all material in the correct order. We will make sure the transcript and recommendation letters are put in the correct order. However, we will not check to see if you put your items in correct order.
- Make sure the application is legible- Type or neatly print your application forms. Use black or blue ink.
- Make copies of your application.
- Double check your application-If you're reusing material (essay or activity list) from another application, be especially careful you haven't left any incorrect names. Don't forget to date and sign your application.

- Get your Application in Early- You'll miss out if you miss deadlines. In case of inclement weather, most scholarship organization will not extend their deadline. We will not accept late applications. If you are absent
- on the due date, arrange to submit your application.
- Completed application must be submitted by 3:15pm on the stated deadline. Late application or missing student application material will not be accepted. Turn your application in to Ms. Holt or Ms. Sullivan. If Ms. Holt is not in the office, leave your completed application in her door pocket.

Remember that the application process takes time; it could be months before you are notified of any awards. Some organization will not send any follow-up correspondence if you don't receive the award.

If you are the recipient a scholarship, bring a copy of the award letter or the certificate to the counseling department. Please consider writing a thank you note to the scholarship organization.

Private scholarships can reduce parts of your financial aid package. Please check with your college financial aid office for additional information.

Free Scholarship Search:

www.fastweb.com

www.collegeboard.com

Reminder: The FAFSA serves as your scholarship application for the TN Hope Lottery Scholarship

Stop by if you have questions or concerns. You'll discover that most of the scholarship secrets you'll read about boil down to using common sense and following directions carefully.

Ms. Donna E. Holt Grade 12 School Counselor dholt@dcbe.org

Ms. Tammy Sullivan Counseling Department Secretary tsullivan@dcbe.org