GLACIER HIGH SCHOOL CHARTER COMMUNITY AWARDS

STEP-BY-STEP INSTRUCTIONS FOR MOST GHSC COMMUNITY AWARD APPLICATIONS

☐ Go online to www.glacierhighcharter.org Click on the College/Career tab then the Community Scholarships Tab. READ THE INSTRUCTIONS GIVEN ON THAT PAGE. Print it for reference later. ***Write the DEADLINE DATE on your calendar! This years due date is __3/24/20_____ Turn these into Mr. Hill unless otherwise noted.***

☐ Click on **Awards Master List**. Begin looking through the list of awards to see what you qualify for and note what extra things might be required such as an essay, portfolio or special letters of recommendation. Note the deadline, some may be due earlier. ***If you are qualified for and interested in an award, circle or highlight the name of it.*** After marking all the awards you are interested in, go to the college/career center scholarship file cabinet and pull out the cover sheet for each award you will be applying for. The details and requirements of each award are on these cover sheets. Read them carefully and note the due dates. **KEEP THESE COVER SHEETS TO ATTACH TO YOUR APPLICATION PACKETS!** (Note: Some awards may use their own application form, have early deadlines or special requirements. You are responsible to read and follow all directions!)

☐ **Get letters of recommendation**. You will need a minimum of two letters. Decide who you will ask to write your letters of recommendation. Think of people like a teacher, coach, counselor, employer, neighbor, pastor or adult friend who knows you well and would be willing to write a letter for you. You cannot use letters from relatives and only one letter can come from someone in education. Giving the person a resume or list of accomplishments may help in preparing a good letter. Give them plenty of time. Start early and be courteous! You will be making copies of each letter, so one original from each reference is all you need.

☐ **Request your transcript.** One copy of your official, signed transcript needs to be requested from the Secretary or Principal by coming into the office. You can pick the transcript in your box or from your charter teacher, usually the next day. ***Please do this early to allow time to process your request. Transcripts may not be available on the day of the deadline!***

☐ **Fill out the application.** Go back onto the website. Save the general application to your computer so that you can type out your application. Print out your application. Handwritten applications are accepted, but typed applications are preferred! Pay close attention to spelling and punctuation! It is helpful to have someone proofread for you. Be sure to answer all questions and do not leave the final page blank. Write a few paragraphs about yourself, that helps the reader know you, your background and interests. ***You can photocopy it for each award you are applying for or reprint it with the name of the each award.*** (Hint: leave the space blank where it asks for the name of the award you are applying for, then write or type in the name after making copies as you attach the packets to the cover sheet.) **SIGN THE APPLICATION ON PAGE 4!**

☐ **Essays, extra requirements or attachments** may be required for some awards. Only the award asking for that information needs to have it in their packet. If you have any questions, ask Mr. Hill

☐ **Make photocopies and staple packets**. You will have to make copies of the general application for each award application. The number of copies needs to match the number of awards you are applying for. **As a set, copy the four page application form, letters of reference, transcript and any attachments for each award**. Staple it together with a clean cover sheet on the top of each packet. (Remember to write the name of the award on the top of each first page of the application if you left it blank and double-check that you signed on page 4.) Do **not** put them in a binder, envelope or folder. Keep the original set for your records.

☐ **Turn in the stack of applications to Mr. Hill by 3:00 on the posted deadline unless otherwise noted. No applications can be accepted after that time!! No Exceptions!!**

☐ **If you received an award, send a thank you letter** to the organization that gave you the scholarship.