

Scholarship Checklist

Task 1 – **Research scholarships**

- Look Local! Create an account on CALocalscholarships.org
 - o Other places to look: El Dorado Community Foundation and Sacramento Region Community Foundation
- Print a list of available scholarships
- Keep track of which applications you complete. Note requirements and due dates
- TIP: Use a spreadsheet to keep track!
- Check back weekly for newly added scholarships and updated scholarships
- Use a national database: scholarships.com / fastweb.com

Task 2 – Request **Letters of Recommendation** (one from non-faculty member)

- Letter #1 at least one faculty member suggested
- Letter #2 mentor/coach/pastor/volunteer coordinator
- Letter #3
- Send “Thank You” notes

Task 3 – **Resume**

- Create a resume (this will be needed for some scholarships. Include dates completed, awards, volunteerism, leadership & extracurriculars)

Task 4 – **Write Personal Statement/General Essay**

- Rough draft of Personal Statement complete
- Get feedback/proofread and revise
- Final draft of Personal Statement complete

Task 5 - **Transcripts**

- Request official transcript(s) if needed. Some scholarships are ok with an unofficial

Task 6 – **Complete your Portfolio**

- Determine what you will need to complete your first scholarship application
- Assemble your first portfolio & turn it in ([check delivery info!!!!](#))

Task 7 - PLEASE send personalized **THANK YOU NOTES** after receiving scholarships

