

## Scholarship Checklist

### Task 1 – 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
- All “Thank You” notes written

### Task 2 – Resume information

- Put together a complete list of resume information & dates completed, including awards, volunteerism, leadership & extracurriculars

### Task 3 – Research scholarships

- Complete your demographic info 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
- Check back weekly for newly added scholarships
- Use a national database: [scholarships.com](http://scholarships.com) / [fastweb.com](http://fastweb.com)

### Task 4 – Write Personal Statement

- Rough draft of Personal Statement complete
- Get feedback/proofread
- Revise Personal Statement (repeat, as necessary)
- Final draft of Personal Statement complete

### Task 5 – Complete your Portfolio

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

Refer to your list of available scholarships & apply for all of them!

- Send personalized thank you notes after receiving scholarships



