

STOUGHTON HIGH SCHOOL
SCHOLARSHIP APPLICATION INSTRUCTIONS

1. Read over the scholarship descriptions carefully to determine eligibility.
2. Print out the **Scholarship Checklist**. You will note that there is a separate page for each type of scholarship including SHS Scholarships, Outside Scholarships and Custom Applications Scholarships. Indicate the scholarships for which you will apply. Make one (1) copy of the checklist to bring with you on March 21st to the cafeteria. *You will keep the master copy of the Scholarship Checklist for yourself.*
 - A. **SHS Scholarships**- the recipients for these scholarships are selected by a committee of SHS faculty, guidance counselors and administrators.
 - Fill out the SHS Application writing “SHS MASTER” on the line next to Scholarship # and **make eight (8) copies of this application**. *You will keep the master copy for yourself.*
 - If you want the SHS Committee to have any other supplementary information about you (resume, etc.), **make eight (8) copies of this information**. *You will keep the master copy for yourself.*
 - If there is any information about you that pertains to a specific SHS Scholarship, write your name, the name and number of the scholarship on the top of a word document. On this page, write the relevant information and **make eight (8) copies of this document**. For example--
 - You are interested in the William A. Batte Memorial Scholarship and you want to talk about what sports you have participated in at SHS and mention the fact that you were elected captain this year.
 - You are interested in the Diana Beth Cooper Scholarship and want to highlight some volunteer work you have done that demonstrates your compassion for others.
 - You are interested in the Rockland Trust Scholarship and want to mention a summer program you did in Accounting.
 - B. **Outside Scholarships**- the recipients for these scholarships are selected by the Scholarship donors. In some cases, applications are not accepted by the donor- this is noted by an **X** in the “Applied” column.

- Fill out one SHS Application for each Outside Scholarship. Change the number at the top of the application AND your “Special Qualifications” for the scholarship before printing each application. **Make three (3) copies of each application.** *You will keep the master copy for yourself.*
 - If you want the Outside Scholarship Committee to have any other supplementary information about you (resume, etc.), **make three (3) copies of this information for each Outside Scholarship.**
- C. Custom Scholarships- the recipients for these scholarships are selected by the Scholarship donors. The scholarship donors require a special application form.
- See Ms. Dickens or Ms. Pascarelli for the custom application for each scholarship.
 - Follow the application instructions and make three (3) copies of the application. *You will keep the master copy for yourself.*
3. Organize your materials with the Scholarship Checklist on top and separate folders for the SHS Scholarships, Outside Scholarships and Custom Scholarships. Bring your materials to the cafeteria on **March 21st between 2:15-3:30** and follow instructions. If you are unable to attend this event, please make arrangements to have your applications distributed by a friend or family member. **Applications will not be accepted before or after this date.**
4. Please check in the Guidance office about any additional scholarships you may qualify for that are not in the attached scholarship book.

NOTE: Copies CANNOT be made in the High School Office or in the Media Center. Please make arrangements to prepare your documents at a local copy shop or center in advance of the deadline. There will not be time to make copies after school on March 21st as scholarship collection will end promptly at 3:30.