



2023-24



Scholarship Planner



Designed By Kim A. Morrow

SCHOLARSHIP PLANNER

I am here to empower you to stay organized in order to achieve your scholarship award goals while still managing an active teenage/young adult lifestyle.

In this planner, you will find a resume template, brag sheet, script for verbal and written requests, goal tracker, and to-do list.



Scholarship Action Plan

1. Visit High School/College Career Center

Check with your Career Center or Counselor to find out about local scholarships you can apply for.

2. Register on Fastweb and 2 other National Scholarship databases

3. Complete your resume or brag sheet

4. Identify 3 people to write letter of recommendation

5. Begin applying for Scholarships

6. Keep track of the scholarships you are applying for on the sheets provided.



Weekly

SHOLARSHIP CHECKLIST

- Visit School Career Center or Counselor
- Register on Fastweb.com
- Register on Scholarships.com
- United Negro College Fund.org
- [Apply for No Essay Scholarship on Scholarship.com](#)
- Complete Brag Sheet or Resume
- Identify 3 People to Write Letter of Recommendation
- Create Portfolio (Digital or Physical)



NOTES

COLLEGE and CAREER CENTER

NOTES

fastweb

2023 SCHOLARSHIPS

Customize your profile.
Get your scholarship matches.

[GET MATCHES](#)

UNCF
a mind is a terrible thing to waste

Fidelity Scholars

APPLY NOW!
Fidelity Scholars Program is now open to students living in the metropolitan areas of Boston, MA; Dallas/Fort Worth, TX; and Raleigh-Durham, NC.

For more information about eligibility criteria and to apply, visit [UNCF.org/FidelityScholars](https://www.uncf.org/FidelityScholars) #FIDELITYSCHOLARS

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You Find Money. Colleges Find You.

\$\$\$ BIGFUTURE SCHOLARSHIPS \$\$\$

NOW OPEN TO SOPHOMORES AND JUNIORS

BigFuture



SHOLARSHIP WEBSITES

1. **FASTWEB** is a useful resource to find and apply for scholarships. It is a free scholarship search engine that host thousands of national, regional, local (HD & County) scholarships. There are also opportunities for every grade level, from freshmen to seniors.

- ▶ To sign up, go to: FASTWEB.COM
- ▶ You can also download the FASTWEB mobile app (and sign up that way) on IOS or Android.

2. **College Board Opportunity** The College Board Opportunity Scholarships is a new program that guides you through the college planning process and gives you the chance to earn money for college along the way. This program doesn't require an essay or application, and there isn't a minimum GPA or SAT score. Instead, the program rewards you for the work you're already doing to apply to college.

Who can qualify for an Opportunity Scholarship?

- Current Juniors and Seniors.

How can I earn an Opportunity Scholarship?

You can earn scholarships from \$500 to \$2,000, starting as a junior in high school, by completing individual college planning steps. The more actions you complete, the more chances you have to earn a scholarship—complete all 6 and you'll be eligible for the \$40,000 scholarship.

3. Other National Scholarship Websites

- [Scholarships.com](https://www.scholarships.com)
- [Student Scholarships.org](https://www.student-scholarships.org)

4. Local Scholarships and College Scholarships

- Check with your school about local scholarships.
- Contact the college you plan to attend about scholarships and grants they offer.

Scholarship Requirements

1. Letter of Recommendation

Purpose Of A Recommendation

Students will often need recommendation letters for college admission and scholarship applications. Many colleges and organizations evaluate applicants through a holistic approach, meaning they seek to understand the whole person and not rely solely on evaluating a student on grades and test scores alone. To accomplish this colleges and organizations may require a recommendation letter to accompany a student's application. A recommendation letter should not be taken lightly. It is an important part of a student's application. What it states, how it is written, and who it is written by makes a statement and adds to the applicant's story.

Colleges and scholarship organizations receive an abundance of qualified applicants a year. The market is competitive, so what will set a student apart from the rest? That is one thing a recommendation letter aims to establish. A well written recommendation letter will speak to an applicant's personality, motivations, values, and goals. The letter must highlight academic strengths and interest, the role a student played on their high school campus, and their potential direction and future trajectory.

A Recommendation letter will allow admissions officers to learn more about the applicant, as well as offer a great deal of insight into who the student is and how he/she will fit in and work with others on campus. So yes, a recommendation letter it is a big deal.

Who Should Write A Recommendation

Students should seek recommendation letters from teachers, counselors, school administrators, coaches, community leaders, and bosses. A student should not just ask any one in these positions, they must ask someone who knows them well and is able to accurately and earnestly speak to their academics, character, and role on campus or in the community. If the writer is a teacher, it is preferable that he/she is a current teacher. The information in the recommendation letter must be relevant. The work a student did in freshman English does not carry much weight in their senior year. If the writer is a counselor or administrator, a student must ensure their role on campus is visible enough that the author's words are validated. Same goes if the writer is a coach or community leader, a student must make sure the letter will be relevant.

How To Request A Recommendation

Students should request a recommendation 2-4 weeks before the letter is due. The adults you will request a letter from are busy and will receive multiple request. Be considerate of their time and other obligations. Do not ask for a letter with less than two weeks before the due date. This will give the author adequate time to write the letter. The letter should be requested verbally and in writing. The letter of recommendation is personal, which is why it should be requested in a personable way. Make time to meet one-on-one with each adult you are requesting a letter of recommendation from. During this meeting a student should identify what the letter is for, the timeline for the letter, and details of the letter. If the request is accepted then the student should follow their verbal request with a written request or confirmation. An email is acceptable.

The written request should include:

- The information of the college/organization requesting the letter.
- The exact name of the college/organization the letter should be addressed to.
- A copy of an educational resume and application essay or personal insight questions
- A copy of a current unofficial transcript
- Waive your right to see the letter if request by the college and or writer. (what does this mean?)
- The date the letter is due and how to submit the letter (electronically or printed and returned to you).

Note 1: the letter cannot be properly written without this information. Get it to your writer immediately.

Note 2: place the items in a large envelope (do not fold) or attach within your email request.

Note 3. Send a friendly reminder to the writer about 3-4 days prior to the due date.

After A Recommendation Is Received

Students are strongly encouraged to send a thank you note to your writer. This shows your appreciation and enriches the relationship. There is a high probability you will request additional letters or need other assistance throughout the school year. If the letter is returned to you sealed in an envelope, immediately mail it to the college you are applying to. If the letter is returned to you unseal, make a copy for your records then seal it in an envelop and mail it promptly.

Educational Resume

When applying to college, writing scholarship essays, requesting letters of recommendations, and building your work resume. This resume is a master list of all the things you have done since your freshman year.

Personal Information: Make your name stand out. It could be slightly larger than the rest of the text, a different font, or a bold font. Your contact information should be easy to read, and the email address must be professional, usually incorporating part of your name.

Educational Information should be as detailed as possible. Include the name, address, and CEEB of all high schools you have attended. Include current GPA and college entrance exams because you will need this information for college and scholarship applications.

Extracurricular Activities and Community Service: Be sure to include activities both in and out of school. List AVID activities because you want to emphasize your AVID involvement on your application. List the full name for each activity (no abbreviations), and write a sentence or more describing what YOU did. Also, include the number of hours/week and weeks/year. Don't forget to include leadership positions you have held.

Work Experience: Explain where you worked and who you worked for. Include dates, responsibilities, titles, employer's name, and employer's contact information. Jobs and internships show that students are capable, experienced, and well-rounded. If you have duties at home that limit your extracurricular activities, community service, and awards, list your responsibilities here and include the hours per week you work at home taking on family responsibilities. This will help to explain your lack of other activities.

Honors or Awards should be detailed. What was the award (use the full name of the award, no abbreviations), where did you earn it (school? county? national?), and what did you do to earn it? Applications often ask you to write a sentence or more describing the award. It's much better to do the writing ahead of time.

Personal References are given upon request and should be people who you might ask for a letter of recommendation. Include all contact information: name, email address, phone number, your relationship to each other, and the number of years you have been associated with each other.

Sample Educational Resume

Jane Student

5000 Success Lane, City, CA Zip Code
(760) 961-5555 • jane.doe@gmail.com

EDUCATION

Name of High School or College, City, State Zip Code Dates attended (2019–Present)

- Will graduate June 2023 with High School Diploma
- Cumulative 3.83 GPA
- Concur enrolled in high school and college courses - 3 AP courses and 1 college course

EXTRACURRICULAR ACTIVITIES AND COMMUNITY SERVICE

Varsity Basketball 2016 – Present

- Team Captain in 2019 and 2023 seasons
- Recognized as MVP in 2019 and /2020 seasons.
- Lead team to League Championship in 2018.

Yearbook Editor-in-Chief 2019– Present

- *Created yearbook design, supervised editors and writers to ensure accuracy and deadlines, and reviewed all photos and copy.*

Sunday School Teacher, Presbyterian Church, City, State: 2019 – Present

- Taught Sunday School for grades 2--3,
- Taught community service program for children,
- Collected canned food for Presbyterian Crisis Center.

Performing Arts:

- Acted in Fall and Spring drama productions. 2019 - 2022

WORK EXPERIENCE AND INTERSHIPS

Food Service Rep, Wing Stop, City, State 2019– Present

- performed restaurant maintenance, cleaning, & and customer service

HONORS AND/OR AWARDS

- Principal's Honor Roll - 4.0 and above GPA, Fall/Spring 2019
- Honor Roll - 3.5 and above GPA 2019–2023
- St. Mary's Hospital Service Excellence Award and \$1,500 college Sep 2019 scholarship as outstanding volunteer
- Girl Scout Gold Award Winner - Gold Award—created a video presentation May 2019 of Holocaust survivors.
- Girl Scout Silver Award Winner—organized a food-a-thon to feed May 2023 500 homeless.

Verbal Request

You could say something similar to this:

Ms. Morrow, I really enjoyed your class. I've learned a lot from you and feel like you've gotten to know my academic performance and character quite well. I'm applying to College/University/Scholarship X and would be honored if you would write a strong letter of recommendation for my application(s)."

Written or email Follow-up Request

Dear Ms. Morrow,

We spoke earlier about writing a letter of recommendation for my college/university/scholarship application. Thank you for your acceptance. I know that you will provide a thoughtful and well written letter.

The letter is due on MM/DD/YYYY. It should be addressed to (person/office whose letter should be addressed to) and submitted electronically to (college/university you are applying to) or mailed to (college/university address).

To assist you with constructing my letter I have attached the following documents:

- Unofficial transcript
- Educational resume
- Waiver relinquishing my right to see the letter (this may be required for some colleges or universities)

Thank you again for agreeing to write my recommendation letter.

Best Regards,
Your Name
Your Email
a subheading

Brag Sheet

Student Name _____

Home and/or cell # _____

I hope this information will assist you in writing a letter of recommendation for me. It is often difficult to be aware of all aspects of a student. Below is information you may not be aware of regarding my educational goals and achievements, personal qualities, and activities outside of the educational setting. Thank you for considering the information below, in addition to your own comments, and taking the time to write me a letter of recommendation.

1. Five adjectives that describe something about me as a person:

2. Factors related to my grades that I would like others to be aware of:-

3. My personal goals are:

4. Circumstances in my life that have had a positive impact on my academic performance or negative and how I overcame them:

5. My proudest accomplishments

Academic:

Personal:

6. Extracurricular activities and why they have been meaningful to me:

7. Job experience and how it has helped develop my work ethic and maturity:

8. What distinguishes me from other students?

9. Additional important facts about my life or me:

SCHOLARSHIP REQUIREMENTS

3. Essay (Sample Prompts)

Here are some prompts used by different scholarship organizations. Start working on them ahead of time so you are ready to apply! Changes can happen year to year.

Note: most scholarships require minimum GPA, extracurricular and/or leadership activities, and other criteria. Also note: DS = Double Spaced - Default for all essays should be double spaced.

- 500 words or less - Describe the influences on your interests or choices in medicine, dentistry, the health sciences or related technologies. These influences, positive or negative, can be an event, an instructor, family members or other impactful sources. Your essay should provide insight into your current achievements in the sciences and your expectations for future study and career choices
- 300 words or less - Describe the influences on your creative works of art or demonstrated interest in the arts or the cultural environment of the High Desert. These influences, positive or negative, can be an event, an instructor, another artist, family members or other impactful sources. Your essay should provide insight into your current work and your expectations for future study and career choices
- Describe the influences on your creative or academic talents or on your community service activities. These influences, positive or negative, can be an instructor, a pastor, family members or even a particular event.
- 500 words or less - Describe your participation in an activity or organization whose mission and vision centered on serving those who may be marginalized in the community for any reason or who needed your assistance to overcome a personal or professional challenge. Discuss the influences, positive or negative, on you that led you to participate in efforts to serve others.
- 500 words or less - Describe a woman living currently or in history who has influenced your thinking, your education and your career aspirations. These influences, positive or negative, can be an event, an instructor, family members or other impactful sources. Your essay should provide insight into your current thinking about the roles of women and your expectations for future study and career choices
- Write an essay with the topic being "Volunteers make the community a better place" Offer examples of how volunteers have affected our community. The value volunteers add to others' lives and the value volunteering has for you personally.
- AFRICAN AMERICAN ONLY - Min. 300 words to 2 pages - Essay describing your plans to contribute to your community following the completion of your college degree

Each answer 400 words or less, DS - Essay format 1. What are your short (1 year) and long (5 year) range educational and career goals? 2. Essay about yourself. It may include talents and accomplishments, your interests, and/or family relations. a little bit of body text

PORTFOLIO



SCHOLARSHIP PORTFOLIO CHECKLIST



1. Resume
2. Copies of Transcript (Unofficial is fine)
3. Awards /Certificates
4. Copies of Letters of Recommendations
5. Community Service
6. Work or Internship
7. Pictures of things you are working on, i.e. fashion, art, photos, etc.

Weekly Goals

WEEK OF: _____

	MY GOALS	MY ACTIONS	DONE
MON			
TUE			
WED			
THU			
FRI			
SAT			
SUN			

Weekly Goals

WEEK OF: _____

	MY GOALS	MY ACTIONS	DONE
MON			
TUE			
WED			
THU			
FRI			
SAT			
SUN			

Weekly Goals

WEEK OF: _____

	MY GOALS	MY ACTIONS	DONE
MON			
TUE			
WED			
THU			
FRI			
SAT			
SUN			

Weekly To-Do

Monday

<input type="checkbox"/>	
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Tuesday

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Wednesday

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Thursday

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Friday

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Saturday

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Sunday

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Some Time This Week

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Weekly To Do list

Week of

Monday

-
-
-

Friday

-
-
-

Tuesday

-
-
-

Saturday

-
-
-

Wednesday

-
-
-

Sunday

-
-
-

Thursday

-
-
-

Note

Scholarship Applications

NAME	ORGANIZATION	AMOUNT	DEADLINE
_____	_____	_____	_____
→		DOCUMENTS NEEDED	←
RECOMMENDATION <input type="checkbox"/>	TRANSCRIPT <input type="checkbox"/>	ESSAY <input type="checkbox"/>	_____ <input type="checkbox"/>
DATE APPLIED _____	DATE WINNER ANNOUNCED _____		
NOTES _____			

NAME	ORGANIZATION	AMOUNT	DEADLINE
_____	_____	_____	_____
→		DOCUMENTS NEEDED	←
RECOMMENDATION <input type="checkbox"/>	TRANSCRIPT <input type="checkbox"/>	ESSAY <input type="checkbox"/>	_____ <input type="checkbox"/>
DATE APPLIED _____	DATE WINNER ANNOUNCED _____		
NOTES _____			

NAME	ORGANIZATION	AMOUNT	DEADLINE
_____	_____	_____	_____
→		DOCUMENTS NEEDED	←
RECOMMENDATION <input type="checkbox"/>	TRANSCRIPT <input type="checkbox"/>	ESSAY <input type="checkbox"/>	_____ <input type="checkbox"/>
DATE APPLIED _____	DATE WINNER ANNOUNCED _____		
NOTES _____			



THANK YOU



Resource Page

The scholarship search will take time and effort. You can do it though and I will be willing to help you every step of the way. I encourage you to only use AI for editing purposes. Do not use AI to write your essays. Your essays need to be authentically you. Set a realistic goal of how much money you plan to receive and be prepared to apply for a certain number of scholarships a week.

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