

Class of 2018
Senior Guidance Night



Resources Packet

August 30, 2017

COLLEGE FAIR

Visit with representatives from:

- colleges
- universities
- community colleges
- technical colleges
- specialty schools
- military organizations

For a complete list of participating schools go to www.mn-acac.org.

These free Post-High School
Planning Programs
are sponsored by

MACAC

MINNESOTA ASSOCIATION for COLLEGE ADMISSION COUNSELING

Contact your high school counselor for more information.

Don't want to fill out cards at the fair . . .

REGISTER HERE NOW!



Tuesday, Oct. 24 1-2:30 pm
Bethany Lutheran College

Or you can pre-register your information for this fair at www.gotocollegefairs.com

Campus Visit Checklist

When you visit a campus, it is important that you ask the right types of questions:

Look at Equipment and School Facilities

- Are the facilities and equipment up-to-date and operating?
- Is the equipment similar to what you will be using on the job?
- Is the library good for studying and research?
- How large are the dorm rooms? What types of furniture are provided/allowed?
- Are the dorm rooms quiet enough for studying?
- What is the cafeteria like?
- Are there plenty of computer labs?
- Do students get free e-mail and Internet access?

Sit In on a Class or Two

- Do the instructors seem knowledgeable?
- Are the students participating in classroom activities?
- What kinds of work are the students doing?
- How large/small are the classes?

Talk with Current Students In the Program

- How long have they been in school?
- Are they learning what they need to know to get a job?
- What is their opinion of the instructors? Are instructors available outside of class?
- Do the instructors spend time with them to be sure they understand the material?
- How much time is needed for studying and other work outside class?
- Have they had any problems with the school, the instructors or the classes?
- What do they like most/least about the school/program?
- How do they spend their free time?
- What are the other students like?

Talk with Instructors in the Program

- What are the academic requirements in the program?
- What kinds of courses are offered? How often are they offered?
- How many students are in the program? How many are accepted into the program each year?
- How long does it take most students to complete the program?
- How long have they taught at the school? Do they teach full time or part time?
- What background do they have in the field? How does it relate to the courses they teach?
- What types of activities are they involved in that relate to the field of study?

Talk with an Admissions Counselor

- Has the institution and its programs been accredited by a recognized accrediting association?
- What are the admissions requirements for the college or for a specific program?
- How do you apply and which forms do you fill out?
- When are the important deadlines for admissions?
- Will your family's ability to pay for college be a factor in the admissions process?
- What are the housing requirements and parking rules?
- What types of extracurricular activities are available?
- Can credits be earned online or transferred from other colleges?
- What percentage of first-year students return the following year?
- What percentage of graduates are employed within one year?

Talk with a Financial Aid Counselor

- How much does it cost to attend the college (including tuition, room and board, fees, etc.)?
- What financial aid options are available?
- Does the school participate in federal and state aid programs? (Not all schools are eligible.)
- What percentage of undergraduates receive aid? How much do they receive on average?
- Which financial aid forms do you need to fill out and what are the deadlines?
- Does the college offer scholarships? Who is most likely to receive them? How do you apply?
- Will private/non-government scholarships reduce the amount of need-based aid you receive?
- How is financial aid paid out? When will you receive it?

Campus Visit Score Card

Copy 'n' carry
this score
card for each
college you
visit!

College Name: _____

Date of Visit: _____

Visit Checklist

Here are some ways to round out your visit. The main thing is to explore and get a sense of what it would be like to attend.

- Take a campus tour.
- Take pictures.
- Eat in the cafeteria.
- Pick up an application.
- Pick up financial aid forms.
- Look at bulletin boards for day-to-day life.
- Check out a real dorm room.
- Read student newspapers.
- Sit in on a class or two.
- Talk to a professor in a subject of interest.
- Talk to a coach in your sport.
- Walk around town.
- Go to a campus event—game, concert.
- Ask current students what they love/hate about the college.

Contacts

Write down the names of anyone you want to remember or contact later—admissions and financial aid staff, professors, coaches, or students.

name: _____

contact: _____

name: _____

contact: _____

name: _____

contact: _____

name: _____

contact: _____

name: _____

contact: _____



College Search Online

- Get maps and directions.
- Create a college list and save these campus notes online.
- Look up the latest college info.
- See if you're on track to get in.
- Compare colleges side by side.
- Get deadline reminders.
- Find more college matches.

bigfuture.org/college-search

Campus Ratings

Rate these areas from 1 (low) to 5 (high). Jot down your impressions—things you like or don't like, things you want to remember.

Campus

① ② ③ ④ ⑤

Dorms

① ② ③ ④ ⑤

Classes/Academics

① ② ③ ④ ⑤

Library

① ② ③ ④ ⑤

Food

① ② ③ ④ ⑤

Fitness Center

① ② ③ ④ ⑤

Social Life

① ② ③ ④ ⑤

Overall Feel

① ② ③ ④ ⑤

Other Notes: Can you picture yourself here?

2017-2018 ACT TEST DATES



2017 Test Dates
Deadlines

SEP 9

OCT 28

DEC 9

Registration

AUG 4

SEP 22

NOV 3

**Late Registration

AUG 5-18

SEP 23-OCT 6

NOV 4-17

Photo Upload

SEP 1

OCT 20

DEC 1

Register at
act.org

2018 Test Dates
Deadlines

FEB 10*

APR 14

JUN 9

JUL 14*

Registration

JAN 12

MAR 9

MAY 4

JUN 15

**Late Registration

JAN 13-19

MAR 10-23

MAY 5-18

JUN 16-22

Photo Upload

FEB 2

APR 6

JUN 1

JUL 6

School code: _____

The **ACT**[®]



*No test centers are scheduled in New York for the February and July test dates.

**All material sent by mail must be RECEIVED by the last date of the late period, regardless of postmark date.

Providing opportunities that open doors

TEST FEES*

ACT \$46.00

ACT with writing \$62.50

* If you cannot afford the test fee, ask your counselor about requesting a fee waiver.

Join the millions of students who have taken the ACT. It's the leading college admissions test in the United States.

Register at act.org

Registering for the ACT is more than just signing up for a test. The information you provide is used to make recommendations for majors and careers. Here's what you'll need:

- About 45 minutes to complete the registration process.
- A credit card or fee waiver.
- A laptop or desktop computer is preferred.
- Your high school course list and grades.
- Your Interests - our Interest survey will match you to academic programs and jobs you might enjoy.
- Up to four colleges and universities to send your score reports for free during registration (additional score reports can be purchased later).
- Your photo to upload during registration or later.

Get Discovered

- Opt in to the ACT Educational Opportunity Service, which connects you with universities and financial aid institutions, based on your plans and interests.
- Access college scholarships. Academic scholarships are often awarded, in part, on your ACT scores.
- The ACT is accepted by all four-year US colleges and universities. Let your favorites know you are interested in them by sending your score reports.

Accommodations & English Learner Supports

- During the registration process, you can indicate a need for accommodations and/or English learner supports.
- After registering, we'll email you instructions on how to work with your school to request your accommodations or supports.

Be Ready for Test Day

- The ACT is based on what you learn in high school, but a variety of ACT test prep options are available to help you feel comfortable and confident on test day.
- Review what you can and cannot bring into the test room with you.

Your Scores and More

- Most scores are available through your ACT account within 2 weeks after testing (or 5 weeks for the writing test) but can take up to 8 weeks from the testing date.
- Using information you provide during registration, the ACT score report gives you research-backed guidance about your needs, interests, and possible career options that you can share with colleges.



Rev 1

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For more information, visit

act.org

College:

HOW TO GET THERE FROM HERE

We know you're ready for college — your academic track record has proven that. Now it's time to apply. Here are some tips on how to get started.

Apply to four or more colleges.

At least **1**
SAFETY

A college you're confident you can get into.

At least **2**
GOOD FITS

Colleges you have a pretty good chance of getting into.

At least **1**
REACH

A college that you have a chance of getting into, but it's a stretch.

Applying to two colleges instead of one makes it

40%

MORE LIKELY

that you'll enroll in a four-year college. If you apply to more than two, then your chances of enrolling will be even better.

Never rule out applying to a college because you think it's too expensive.

There are scholarships and financial aid packages available at almost all four-year colleges.

The estimated average grant aid for four-year colleges in 2015-16:

PUBLIC COLLEGES
MORE THAN **\$4,700**

PRIVATE NONPROFIT COLLEGES
MORE THAN **\$16,400**

Many students receive much more than the average.

The Free Application for Federal Student Aid (FAFSA) opens Oct. 1.

When looking at colleges, consider the following:

ACADEMIC

What are the average SAT® scores and GPA of students admitted to the school? Does it have any prerequisites? Apply to colleges that are a good academic fit — whether they are a safe bet or a little out of reach.

GRADUATION RATE

Do most students graduate in four years? If not, why not?

LOCATION

Do you prefer a big city, suburb, or small town?

MAJORS

Does the college offer a variety of majors that interest you?

SIZE

Do you want a smaller campus with smaller class sizes, or a larger school with a wider variety of programs, such as a state university?

ACADEMIC RESOURCES

Does the college's library meet your needs? Does the campus use the latest technology? What about lab facilities?

CAMPUS LIFE AND SERVICES

What are the housing options? Are there social activities, cultural events, clubs, or athletics that interest you? What support services are available on campus to help with social, health, academic, and financial challenges?

Take a college tour.

Set up campus visits. These visits are always free, but if you can't travel, take a virtual tour or visit a local college. Even if you don't tour your first-choice college, you will get an idea of what campus life is really like.

College Application Timeline

Want to know if you're on track in the college application process? This timeline shows you what you should be doing, and when.

SEPTEMBER/OCTOBER — PREPARE

- Sign up for updates at bigfuture.org.**
- Talk to your school counselor or adviser** about the college search and application process.
- College requirements:** Make a list of the application, testing, and financial aid requirements for each college.
- Letters of recommendation:** Decide who to ask and reach out to them early so they have time to write good letters. If you have a résumé or list of accomplishments, be sure to send it to them.
- Application essays:** Look over essays you've already written for inspiration. Share your ideas with parents, teachers, or other trusted adults so they can help you craft the strongest essays possible.
- Register for the SAT®:** If you haven't taken it yet, or would like to take it again, it's not too late! Sign up now and be sure to send score reports to colleges.
- Opt In to Student Search Service®:** More than 1,100 colleges use this service and are looking for students like you.
- Complete the FAFSA, which opens October 1:** It is necessary if you are applying for federal and state grants and loans. Funds are limited, so make sure to file by the financial aid priority filing dates.
- Complete the CSS/Financial Aid PROFILE®, which also opens October 1:** Certain colleges use it to see if you qualify for additional grants and scholarships. (There is a fee for application.)

NOVEMBER/DECEMBER — APPLY TO COLLEGES

- Work on your applications:** Some have deadlines as early as November.
- Send your SAT and AP® scores:** This ensures that colleges have the most complete set of your information to review for admission as well as scholarship awards, course placement, or selection to a specific program or major.
- Consider college application services:** Application systems like the Coalition Application, Common Application, and Universal College Application let you complete one application online and submit it to several colleges.
- Send transcripts:** Ask for your transcripts to be sent to your chosen colleges.

JANUARY/FEBRUARY — EXPLORE FINANCIAL AID OPTIONS

- Compare award letters:** After examining the financial aid packages you are offered, some schools may be more affordable than you thought.
- Search for scholarships:** Scholarships provide money for college that you don't need to repay. And they're not just for academic superstars.

MARCH/APRIL — DECIDE!

- Get information:** Dig a little deeper to help you make the best choice for you. Ask questions. Create a list of any questions you still have about the colleges you're considering.
- Review acceptance letters:** Go over all offers of admission, consider the pros and cons of each school, and pick the college that fits you best.

Visit bigfuture.collegeboard.org for more information.

[f/MyBigFuture](https://www.facebook.com/MyBigFuture) [@MyBigFuture](https://twitter.com/MyBigFuture) [@collegeboard](https://www.instagram.com/collegeboard)

MINNESOTA VALLEY LUTHERAN HIGH SCHOOL TRANSCRIPT REQUEST FORM

Please allow 1-2 weeks to process and mail transcript(s)

Cost to non-current MVL students: \$4.00

To apply for college:

1. Submit completed application directly to the college
2. Complete this form and submit it to Ms. Sperle in person
3. If a recommendation is needed, request one from the person of your choice AT LEAST 2-3 weeks in advance.

NAME: _____
(First) (Middle) (Last) (Maiden)

Date: _____ Year Graduated: _____ Phone #: _____

Residence Address: _____

Please send my transcript to:

More on back 

1 _____ (Attention:) _____
(College, University, Scholarship Organization, Business, Etc.)

Address: _____ City, State, Zip Code: _____

Telephone: _____ Fax: _____ Transcript type: Official Unofficial

2 _____ (Attention:) _____
(College, University, Scholarship Organization, Business, Etc.)

Address: _____ City, State, Zip Code: _____

Telephone: _____ Fax: _____ Transcript type: Official Unofficial

I hereby authorize Minnesota Valley Lutheran High School to release my transcript (including classes, grades, GPA, rank, standardized test scores, and college entrance exam scores) to the place(s) indicated above.

Student Signature: _____

Parent's Signature(if under 18) _____

Transcript form cannot be faxed or emailed. Original signature is required.



MINNESOTA VALLEY LUTHERAN HIGH SCHOOL TRANSCRIPT REQUEST FORM

3

(Attention:) _____

(College, University, Scholarship Organization, Business, Etc.)

Address: _____ City, State, Zip Code: _____

Telephone: _____ Fax: _____ Transcript type: Official Unofficial

4

(Attention:) _____

(College, University, Scholarship Organization, Business, Etc.)

Address: _____ City, State, Zip Code: _____

Telephone: _____ Fax: _____ Transcript type: Official Unofficial

5

(Attention:) _____

(College, University, Scholarship Organization, Business, Etc.)

Address: _____ City, State, Zip Code: _____

Telephone: _____ Fax: _____ Transcript type: Official Unofficial

6

(Attention:) _____

(College, University, Scholarship Organization, Business, Etc.)

Address: _____ City, State, Zip Code: _____

Telephone: _____ Fax: _____ Transcript type: Official Unofficial

7

(Attention:) _____

(College, University, Scholarship Organization, Business, Etc.)

Address: _____ City, State, Zip Code: _____

Telephone: _____ Fax: _____ Transcript type: Official Unofficial

For office use only:

Date received: _____

Requesting Letters of Recommendation

When you ask a faculty member to write a letter of reference, common courtesy dictates the following:

- Generally, college applications should be mailed as a “package,” including your application, letters of recommendation, high school transcript, and an application fee. In cases where a letter of recommendation should be mailed directly, provide an addressed, stamped envelope with the recommendation form or request.
- Any person who writes a letter of recommendation for you needs specific information about you, especially about your activities outside of the school day. Ideally, hand them an “activity resume.” Otherwise list your activities and information on a separate sheet of paper.
- Recommendation forms should contain your name, address, etc. before you present it to the person requested to complete it. When a letter of recommendation is being requested, provide to the writer the name and the address of whom it should be addressed.
- Be respectful and courteous when you ask someone to provide a recommendation for you. Not everyone is willing to write letters of recommendation. Allow at least two weeks to complete it, and make sure they know the deadline.
- Convey a good attitude. When you request a person to write a recommendation, indicate the importance of it. A very casual attitude may give them the message that it is not really that important.
- Inform the person a little bit about your plans. If you know your intended major and vocational area of interest, it may make a difference in what is written.
- When you learn that you have been accepted, let the person who wrote your recommendation know about it. Courtesy means saying, “Thank you.”

RULE OF THUMB:

Allow at least one week for transcript requests

Allow at least two weeks for letter of recommendation

Deneal M. Sperle
907 8th S. Street, New Ulm, MN 56073

School Activities

- Student Council, 2013-2016
- Speech Team, 2015-2016

Leadership Roles

- Student Council Secretary, 2014-2015
- Student Council President, 2015-2016
- Speech Team Captain, 2015-2016

Volunteer Activities

- Dog walker at the Humane Society, 2010-present

Activities Outside of School

- Gymnastics, 2008-2015
- Piano lessons, 2004- present
- Quilting Club, 2014-2015

Classes Taken Outside of MVL (Including online classes)

- Human Growth and Development, 2013 – Concordia University Wisconsin
- AP Psychology, 2015 – Area Lutheran High School Online

Hobbies

- Downhill skiing
- Dog training
- Crocheting

Countries outside of the U.S to which I have traveled

- Ukraine – 2014. I traveled to Ukraine to teach VBS for two summers.

Skills

- Playing Piano
- Archery

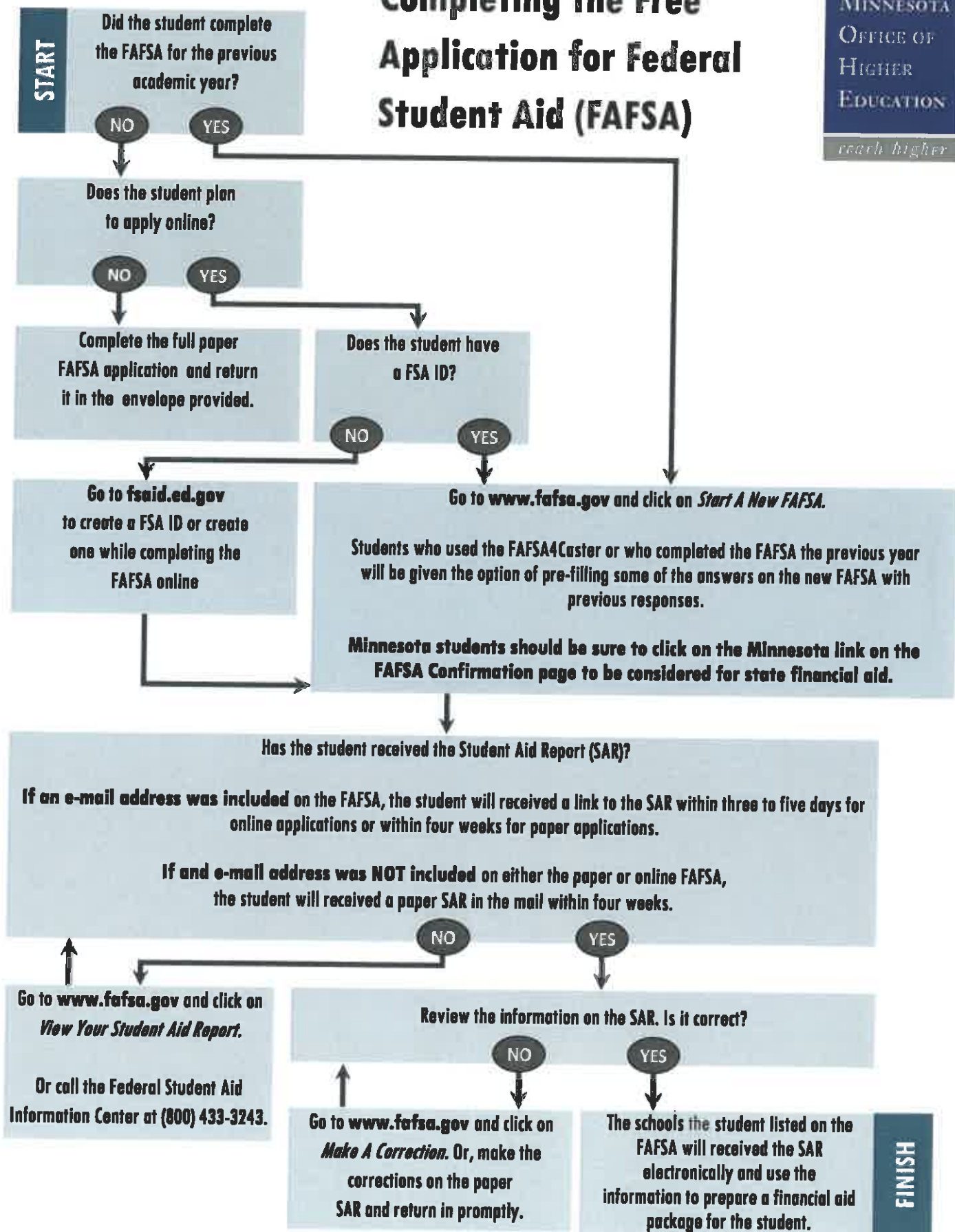
Awards/Achievements

- Spelling Bee Winner, 2014
- Blue ribbon brownies at the Brown County Fair, 2015
- Most Improved award for the softball team, 2015

Other

- In this category, you will list significant facts about you or events in your life that don't fit neatly into one of the other categories.

Completing the Free Application for Federal Student Aid (FAFSA)



START

Did the student complete the FAFSA for the previous academic year?

NO YES

Does the student plan to apply online?

NO YES

Complete the full paper FAFSA application and return it in the envelope provided.

Does the student have a FSA ID?

NO YES

Go to fsaid.ed.gov to create a FSA ID or create one while completing the FAFSA online

Go to www.fafsa.gov and click on *Start A New FAFSA*.

Students who used the FAFSA4Caster or who completed the FAFSA the previous year will be given the option of pre-filling some of the answers on the new FAFSA with previous responses.

Minnesota students should be sure to click on the Minnesota link on the FAFSA Confirmation page to be considered for state financial aid.

Has the student received the Student Aid Report (SAR)?

If an e-mail address was included on the FAFSA, the student will received a link to the SAR within three to five days for online applications or within four weeks for paper applications.

If and e-mail address was NOT included on either the paper or online FAFSA, the student will received a paper SAR in the mail within four weeks.

NO YES

Go to www.fafsa.gov and click on *View Your Student Aid Report*.

Or call the Federal Student Aid Information Center at (800) 433-3243.

Review the information on the SAR. Is it correct?

NO YES

Go to www.fafsa.gov and click on *Make A Correction*. Or, make the corrections on the paper SAR and return in promptly.

The schools the student listed on the FAFSA will received the SAR electronically and use the information to prepare a financial aid package for the student.

FINISH

General Student Aid Information Tips For Getting Aid Without Delay!

(From www.fafsa.ed.gov)

Financial aid administrators and guidance counselors from around the country agree that the following tips speed up the application process.

- **Important: Read the instructions!**
Many questions on the FAFSA are straightforward, like your Social Security Number. But many questions are asked specifically for purposes of student financial aid. Common words like "household," "investments," and even "parent" may have special meaning. Read all instructions carefully.
- **Apply Early!**
State and school deadlines will vary and tend to be early. Check with them to find out their exact deadline dates.
Federal Student Aid will process your FAFSA if it is received on or before the deadline. However, in order for you to actually receive aid, your school must have correct, complete FAFSA information before your last day of enrollment.
- **Complete Your Tax Return!**
We recommend that you (and your parents if you are a dependent student) complete your tax return before filling out your FAFSA. This will make completing the FAFSA easier. If you have not filed your tax return yet, you can still submit your FAFSA but you must provide correct income and tax data once you have filed.
- **Save Time: File Electronically!**
Complete and submit your FAFSA online. It is the fastest and most accurate way to apply for student aid.
- **Ask: Do I Need Additional Forms?**
Many schools and states rely on the FAFSA as the single application for student aid. However, it would be wise to check with your state agency and the financial aid office at the school that you plan to attend to find out if they require additional forms.

Why fill out a FAFSA?

The (*Free Application for Federal Student Aid*), or FAFSA, is the first step in the financial aid process. Use it to apply for federal student financial aid, such as the Pell Grant, student loans, and college work-study. In addition, most states and schools use FAFSA information to award their financial aid.

Why all the questions?

We enter your FAFSA responses into a formula (known as the Federal Methodology), which is regulated by the Higher Education Act of 1965, as amended. The result is your Expected Family Contribution, or EFC. The EFC is a preliminary estimate that measures your family's financial strength. It is subtracted from the Cost of Attendance at the school(s) you plan to attend to determine your eligibility for federal student aid.

How do I find out what my EFC is?

We will send you a report, called a *Student Aid Report*, (SAR), by e-mail or by postal mail depending on the addresses that we have on file for you. The SAR lists the information you reported on your FAFSA. At the upper right of the front page of the SAR, you'll find a figure called the EFC.

How much aid do I get?

Schools use your EFC to prepare a financial aid package (grants, loans, and/or work-study) to help you meet your financial need. Financial need is the difference between your EFC and your school's cost of attendance (which can include living expenses).

TIP: If you or your family have special circumstances that impact your financial situation, contact your school's financial aid office. Some examples include: unusual medical expenses, or a large change in income from last year to this year.

When do I get the aid?

Your financial aid will be paid to you through your school. Typically, your school will first use the aid to pay tuition, fees, and room and board (if provided by the school). Any remaining aid is given to you for your other expenses.

Where can I get more information about student aid?

The financial aid office at the school you plan to attend is the best place to get information about federal, state, school and other sources of student financial aid.

You can also check out these resources:

- www.studentaid.ed.gov
- www.students.gov
- Your high school counselor's office
- Your local library
- You tube – there's all kinds of "how-to" videos on You Tube if you get stuck.
-

Information about other nonfederal assistance may be available from foundations, religious organizations, community organizations, and civic groups, as well as organizations related to your field of interest, such as the American Medical Association or American Bar Association. Check with your parents' employers or unions to see if they award scholarships or have tuition payment plans.

Warning!

Be wary of organizations that charge a fee to submit your application or to find you money for school – some are scams. Generally, any help that you pay for can be received free from your school or Federal Student Aid.

"More Tips"

Tip #1

Apply for Financial Aid no Matter What. Many schools will not consider you for their own scholarships until they are certain you don't qualify for any federal money. So send in the FAFSA even if you are sure you won't qualify.

Tip #2

Try for an Academic Scholarship. Over 1200 colleges offer academic scholarships to students with a B average and SAT scores of 900 or more. Most of these scholarships are not based on financial need.

Tip #3

In looking for the Perfect College, worry more about Fitting In than Getting In. Most colleges accept over 50% of their applicants, so, unless you are applying to one of the few truly "selective" schools in the country, chances are you will be admitted. What is most important then, is choosing a college where you will be happy and successful.

Tip #4

Don't Pass UP the Entitlement Programs. Approximately \$5 billion in low-interest, subsidized federal student loans go unused each year simply because students think they are ineligible, don't bother to go through the paper work hassle, or just don't know about the program.

Tip #5

Go the Cooperative Education Route. Over 900 colleges offer cooperative education programs, which involve alternating formal study with periods of career-related work. Earn up to \$7,000 per year during the work phase. It may take an extra year to win the degree, but it will be easier on your pocketbook and easier in the job market later.

Tip #6

Negotiate with the Financial Aid Officer. The college financial aid officer will present you with a package of assistance that should, in theory, cover the difference between what college costs and what your family can contribute. If you feel the college really wants you, because you are a brain or an athlete or the child of an alumnus or can help with meeting a geographic or minority quota, you may want to negotiate the content of the package. Your objective: to increase the grant component (money that doesn't have to be repaid) and reduce the loan component (money you must repay).

Tip #7

When Picking a College, Go Beyond the Normal Search Criteria, such as majors offered, academic reputation, size and distance from home, and inquire about innovative tuition aid features. These may include matching scholarships, sibling scholarships, guaranteed cost plans, installment plans, special middle income programs to lock in tuition cost, 4 year guarantee graduation programs etc.

Tip #8

Be an Accurate, Early bird. Be as accurate as possible in filling out financial aid forms. Submit them as early as you can. When resources are tight, it's first come, first served. Those who must resubmit their forms and those who are slow in applying come in at the end of the line. By then, all the money is gone.

Tip #9

Athletic Student Aid. We're talking about students who are better than average in a variety of sports, ranging from tennis to golf to lacrosse. A great many colleges seek people who can be developed into varsity material. The rewards come in two forms: out-right scholarships or "improved" financial aid packages.

Tip #10

Understand How Need Analysis Works. By knowing the formulas, the shrew parent or student can present the family's financial picture in such a way as to obtain a more favorable need analysis. This isn't unlike the method used for presenting one's financial picture to the IRS so as to qualify for the smallest possible tax liability.

10 HOT TIPS

From A Scholarship Judge

There's no doubt about it: To win a college scholarship, it helps to have good grades, notable achievements, and a variety of interests both in and out of school. But a little inside information doesn't hurt either.

A few years ago, I volunteered to be a judge in the Mervyn's California/Women's Sports Foundation Scholarship Program. Mervyn's California, a department store chain with locations in 14 states, was giving out more than \$300,000 in scholarships, including one \$10,000 grand prize. Here are my tips for writing a winning application:

- 1). Use the scholarship application itself-don't type the questions over. One applicant thought she was being thorough by typing out each question on another sheet, with her answer under it. But judges go through lots of applications, and they get used to seeing information in the same place. A typed-out application is harder to read. Plus, this particular applicant left off one of the questions, and that knocked her out of the running.
- 2). Fill out a practice application first. Photocopy the application and use the copy to write a draft. Once you've fine-tune your answers, type them neatly on the original.
- 3). Pay attention to details. Most applications ask for your name, address, date of birth, and expected graduation date. be careful-omitting information can cost you. The applications I read asked students under 18 to have a parent or guardian sign the form. Applicants who ignored that had a mark against them from the start.
- 4). Be concise, but creative. Judges will be impressed by what you write-not how much you write. Try to emphasize what makes you different from everybody else. And let your personality show through so judges can feel connected to you.
- 5). Have some self-respect. When explaining how you overcame a hardship, don't milk your difficulties. The judge should admire you and your achievements-not squirm in her seat as if she's passing a car wreck!
- 6). Be humble. When reporting accomplishments, don't be cocky. Try to convey your dedication and skill, but also maintain modesty. Watch for a bragging tone.
- 7). Do the math! If an application asks for your family's income or college expenses, make sure those financial numbers are correct and add up.
- 8). Choose your teachers wisely. Often, it's hard to pick scholarship winners from a pool of so many excellent entries. Outstanding teacher letters may make the difference.
- 9). Help your teachers write the best letter possible. Give them summary of your achievements and goals and all the scholarship information.,
- 10). Don't miss the deadline. After your work hard putting together the best application possible, you want to make sure it gets read!

--Sue Macy