

## HOW TO DO – HOW TO DO

### PROCESS A COLLEGE/TECHNICAL SCHOOL APPLICATION

1. Complete all parts of the application for which you are responsible. (Print neatly in black or type.)
2. If required, attach a check or money order made out to the college for the application fee.
3. Bring the application form and check to Mrs. Marler in the Counseling Office.
4. Mrs. Marler will complete the required school information and forward to the school counselor.
5. Mrs. Marler copies all the materials and records the mailing date and destination. She attaches the OFFICIAL transcript and sends everything to the college.

### PROCESS A SCHOLARSHIP APPLICATION

1. The monthly Scholarship Bulletin is available in the senior classrooms, Counseling Office, and the Taylor web page [www.taylor.k12.in.us](http://www.taylor.k12.in.us) (Click High School; click Counseling Office; click Scholarship Bulletins.) Detailed information and applications are available in the crate in the Counseling Office. To see Mr. Short, ask Ms. Harshman to contact you when he is available.
2. ACQUIRING THE INFORMATION IS YOUR RESPONSIBILITY! Not all scholarships are advertised through school. You should check with your parents' employment, union, church, and community affiliations. The Internet is an excellent source, such as [www.fastweb.com](http://www.fastweb.com). **One of the best ways to find scholarships/aid is to contact the financial aid office of the college you plan to attend. See Mr. Short for web address and phone number.** Other information is available in the Counseling Office scholarship crate.
3. Check the requirements carefully and make sure you qualify. Typing is required on some and preferred on all. Read all directions and proofread; have someone check your work.
4. For scholarships requiring a transcript, please see Mrs. Marler in the Counseling Office.
5. For scholarships requiring nomination to represent Taylor, submit to Mr. Short who will call a meeting of the Scholarship Committee. The Scholarship Committee consists of teachers, administrators, and the Counseling Office. To be safe, get applications in at least two days before deadlines!
6. Prepare a basic resume! Use headings like "education," "extracurricular," "work experience," "academic," "church," and "community service." Then, rework the resume to fit the particular scholarship. (For example, for a public service scholarship, start with and expand on "community service.")
7. Be sure to ask permission of your selected references. It's not only polite but the individual will be better prepared to give you a good recommendation when contacted!
8. When requesting a letter of recommendation, allow the writer at least one week. *Thank the person sincerely*—A good letter takes time to write!
9. Include everything requested and more! Even if you are not specifically asked to send a transcript, reference, or resume, send them anyway!
10. Keep copies of everything—particularly your autobiography, goals, references, etc. For instance, you will be asked repeatedly for a copy of your FAFSA. You will need copies of these later! Also, if you do receive a scholarship, be sure to see if it is renewable.

GOOD LUCK!  
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