

Tips for Completing the Student Leader Scholarship Application:

The Student Leader Scholarship Committee reviews dozens of scholarship applications every year and offers the following recommendations as “Best Practices” for students to keep in mind when completing this scholarship application.

- 1. Plan Accordingly.** If the deadline for the scholarship application is June 1, don't wait until the last minute to complete the application. Having time to complete the application, then come back to it a couple of days later and review your answers will improve the quality of your answers.
- 2. Read the Instructions Carefully.** In this case, the scholarship application requires a transcript, letter of recommendation and a photo of yourself to be provided. That step is often overlooked. Make sure when you are completing any application that you read the instructions carefully and have every step completed.
- 3. Use the Space and Word Count Allotted.** Make sure you follow the required word count to answer the questions but use the full amount of space and words allotted to write in complete sentences and fully justify your answers.
- 4. Double and Triple Check Your Spelling and Grammar.** Applications with poor grammar or misspelled words are often penalized, no matter how strong the applicant is. Take the time to read your work closely and make sure all grammar rules are followed with words spelled correctly. Do not rely only on the computer's spell check to catch mistakes. For example, Spell Check will often correct dairy, if misspelled, to diary.
- 5. Ask a Grammar Teacher or Your Advisor to Review Your Work.** Having a second set of eyes read over your answers can give you a broader perspective on how they will come across to the review committee. The person reviewing your work will also often catch mistakes you overlook.
- 6. Save Your Work.** Since this application is built as a Google Form, be sure to write your answers in a word document first to ensure grammar and spelling are correct. Then, copy your answers into the Google Form Application. Save the word document with your answers incase the application doesn't submit correctly, then you have a copy of your answers.
- 7. Make Sure You Are Able to Be Reached.** Make sure the phone number and email address that you provide are where you can be reached in case the coordinator needs to reach you with questions or problems.