

Preparing to Apply for Scholarships:

- ➔ Keep track of volunteer work, including place/organization, specific work done and hours worked. It is also a good idea to know the name of the person supervising the volunteer work. Many HCCF scholarships are based on your contribution to the community.
- ➔ Create a list of all the clubs and extracurricular activities you have participated in by the year that you were in them during high school. These are activities that are affiliated with your high school, as well as those that you belong to outside your high school.
- ➔ Identify two or three good people to submit reference letters. At least one should be a teacher and none should be relatives. Employers, club leaders, pastors, nonprofit operators where you volunteer are all possibilities. They should be aware that they will be getting a request for a letter of recommendation. **NOTIFY THEM EARLY IN THE APPLICATION PROCESS SO THAT THEY HAVE TIME TO RESPOND.**
- ➔ Create or use an email address **not** associated with your high school for the application process. Be sure to check this email address often after applications are submitted. You may be asked to participate in an interview process and will be notified by email. The scholarships will follow you to college and sometimes beyond.
- ➔ Know your top three college choices. Do research this summer if you are not yet sure of your college choices. Some scholarships are only awarded to students if they are going to a college in the state of Indiana. Others are for specific colleges. Study the Guidebook that you will receive in October to determine what scholarships you will be eligible for based on your college choice.
- ➔ Write a basic essay specific to your intended career, if you know what it is. In the essay address:
 - ⇒ Why the career interests you
 - ⇒ How you are currently preparing for it (high school classes, vocational program, job, internships, volunteer experiences, etc.)
 - ⇒ How your college or program choice will help you reach your goal
 - ⇒ What you expect to be doing in this career in ten years.
 - ⇒ You will need to tweak this to fit specific scholarship requirements, but if you have this already created, modifying it will be a simple task.
- ➔ File your FAFSA information as early as possible after October 1. Some financial information similar to that required by FAFSA is required for certain scholarships.