

2018 Riverview Woman's Club Foundation Scholarship Application Checklist

For all Applicants: **Deadline is Monday, March 5, 2018**

- Application completed in Full
- Current Picture Attached
- Current Proof of Residency Attached
- Essay(Statement) Attached
- Copy of Permanent Transcript Summary Attached
- (2) Letters of Recommendation Attached
- If applying for a Needs Based scholarship 2 years' parents' tax return Attached

Step-by-Step Instructions:

1. College Application:

- Fill out every line.

2. References:

- Give the name of each reference that supplied you with a letter of recommendation and include their title and/or their relationship to you. Example: Mrs. Jane Doe, History Teacher, 10th grade.

3. Academic Standing:

- Class Rank (This is found on your transcript summary or your college & career counselor can help you)
- Un-weighted & weighted GPA (Can also be found on your transcript summary)
- Composite ACT Score / Combined SAT Score: Please include both if you took them. If you didn't and are applying for a Trade School Scholarship just put N/A in the blanks.

4. Verification of Family Income:

- Fill this out **only** if you want to be considered for a **need-based** scholarship, otherwise put N/A in all of the blanks.
- For **Needs Based Scholarship** Applicants:
 - Be sure to include the 1st and 2nd pages of Form 1040 tax returns from both parents if: They live together but file separately, They live apart but both contribute to your support.
 - This is optional, however, you can submit a letter explaining any extenuating circumstances as outlined on the application.
- Number of dependents/relationship of dependents - must be filled out if desiring to be considered for needs based scholarship, otherwise N/A.

5. Student Finances:

- Every applicant must fill out this section. If a question does not apply to you specifically, put N/A in the blank.

6. School Related Academic Activities:

7. School Related Extra-Curricular Activities:

8. Community Service Hours:

9. Non-School Related Civic Activities:

- Only fill out those blanks, where applicable to you. If you need additional space, attach a separate sheet of paper.

10. State your plans for enrollment in an accredited Florida College or University:

- Everyone must fill this out.
 - Example: I plan to enroll in USF for the fall semester and study business administration and graduate with my bachelor's degree before continuing on to graduate school.

11. Applicant Essay (Statement):

- Everyone must submit an essay. Essays should be 500 words or less.

12. Permanent Transcript Summary:

- Everyone must submit a permanent transcript summary.

13. Verification Statement:

- Every applicant must fill out and sign the verification statement.
- One parent must also sign the verification statement.