

# Scholarship Application Checklist 2019



community foundation

Mason County

**A complete scholarship application has three steps: submit the online application, request a transcript be sent to the Foundation, and send us a Student Aid Report (provided your FAFSA has been submitted). Be sure that you have completed all three parts! The Community Foundation for Muskegon County manages our scholarship program, so you may be contacted by Muskegon staff.**

- To begin, go to [www.mason-foundation.org/scholarships](http://www.mason-foundation.org/scholarships)
- Click on “Apply for a Scholarship,” click on the Submittable button, and then scroll down to “create your account.”
- Create login and password and write it down here:  
Login: \_\_\_\_\_  
Password: \_\_\_\_\_
- Deadline to submit your scholarship application, official transcript, and Student Aid Report is **February 1, 2019**.

## **Other Tips**

- You can save and edit your work at any time. Save often!
- Make sure to list any extracurricular activities, work & volunteer experience, etc.
- This one application allows you to be considered for multiple scholarships. So apply!
- Check email. We will let you know via email if we are missing any pieces to your application
- As an added bonus, you’ll also receive an email with a resume template based on info you submitted in your application in August. You’ll have to make some adjustments, but it’s a great start!
- You will find out if you received a scholarship in April and will be recognized at your high school awards ceremony. Current college students will be notified by mail in June.
- Questions? Contact: Dana Scott, Scholarship Coordinator, at 231-332-4104 or [dana@muskegonfoundation.org](mailto:dana@muskegonfoundation.org).

## **Four Essay Questions** *(The application includes essay questions. Be detailed. Punctuation and spelling are important.)*

1. Explain your future education and career goals and how you have prepared to achieve these goals. (Make good use of the opportunity to tell us about yourself.)
2. What teacher, opportunity, or activity that you’ve been involved in has given you the most hope for your future?
3. Tell us about something you did that helped your community (e.g. your school, neighborhood, church, community organization, etc.).
4. Explain any additional factors you believe should be considered in review of your scholarship application (e.g. family circumstances, siblings in college, etc.)