

MOM SMITH'S TIPS FOR COMPLETING SCHOLARSHIP APPLICATIONS

READ THE WHOLE SCHOLARSHIP FIRST

*****FOLLOW THE INSTRUCTIONS*****

1. It is best to complete your applications on line if possible. The next is by typing them, or scan them into the computer and do it that way. **Note: The Masonic Charity Foundation one is fillable online, but it can't be saved so make a copy of it before you get out of it.**
2. If you must write on the application, use only blue or black ink. An EraserMate pen can save you hours. Do not send in an application with marked out mistakes, white-out or correction tape. They usually request that you print on the application if it is not typed.
3. Make sure that the application is complete. Leaving one place blank could mean that your application might not be considered.
4. Your application needs to be as neat as possible.
5. Read the directions thoroughly before beginning to complete the application. Then follow the directions and include everything that is requested.
6. For some of the applications, your parents must complete their tax information for last year.
7. Count how many transcripts you will need, add a couple, so you will have extras, and get them now so you will have them when you are ready. If the scholarship requests an "official transcript" then by all means include an official one. The official transcript means that it will have the embossed seal of the school. You may have to pay for them. They may have to be in a sealed envelope. You can request them to be in a sealed envelope. The scholarship committee of a particular scholarship may also require that the official transcript be sent directly to them by your school. Unofficial transcripts are just a copy of your transcript.
8. RECOMMENDATION LETTERS. They need to be from people who know you, and from different parts of your life, for example teacher, minister, boss, co-worker, sponsor of organizations to which you belong, (not usually relatives). I wouldn't suggest two teachers sent in for one application unless maybe you were taking college courses or votech with high school, or different colleges. SUGGESTION: you might ask two of your favorite teachers to write letters for you and only include one on a specific application and use the other one for another scholarship. The most recommendation letters required for an application, that I have encountered is four. If you ask five or six people and get 5 or 6 letters then you will be able to pick and choose for each scholarship.–If someone forgets to write it or does it too late, you won't be scrambling trying to get someone to write a letter at the last minute. Give people plenty of time. Ask now. Be specific; for example: If you are applying for a dance scholarship, the recommendation would need to include something about that ability. Tell the people that you ask what the scholarship is asking as far as the recommendation letter. I like to read the directions because it is helpful when writing that letter. Give the people a deadline as to when to get the letters back to you. I would suggest the deadline be a few days before you plan to mail your scholarship application. A gentle reminder a few days before is always helpful.

9. Some recommendation letters must be sent directly to the scholarship committee, so it would be appropriate to include an envelope and a stamp with your request for a recommendation letter. Some applications require essays; keep copies of those also because sometimes you can use them on other scholarships. Pay close attention to the directions concerning those essays and include what they ask you to include.
10. Make copies of these letters so you will be able to use them on other scholarships. Keep a copy of each one. You can pick and choose the best ones to send.
11. Don't ask the sponsors that sign your scholarship applications to write recommendation letters, they are already recommending you when they sign your application.
12. Please, send a hand written thank you to those special people in your life who write recommendation letter for you. These notes should be hand written in blue or black ink.
13. Some applications require essays. Keep copies of those because sometimes you can use them on other scholarships. Pay close attention to the directions concerning those essays and include what they ask you to include.
14. FOR THE RAINBOW GIRLS: Grand Executive Committee Member, Chairman of the Board, and Mother Advisors are required to sign some of your applications. It is up to you to get their signatures. Make sure you get the application completed in time to arrange for signatures on the application.
15. Your applications must be completed before you take it to your sponsor to sign.
16. Mail your scholarship application a minimum of a week before the final date that your scholarship is due, two weeks is better. (It takes a few days longer when you included the receipt return required – see next one.) Due dates are very important. Some must be received by a certain date; others must be postmarked by a certain date. This is the deadline. Don't wait send them in early.
17. You must mail your own applications. To make sure that your scholarship is received, please, send it with a return receipt required. It cost just a little bit to have the peace of mind that your scholarship was received.
18. Several of the scholarships are awarded by simply completing the forms. So it is just "like picking money up off the street."
19. Other places to check about scholarship offers:
 - check out the websites on the last page of these tips
 - high school counselor's office
 - financial aid office of the school you will be attending
 - google the internet and see what is out there
20. When you are awarded a scholarship you will want to already know the address where the scholarship money is to be sent. Get that information now.
21. Make and keep a copy of every application that you complete and send. This is very helpful when doing other applications and for next year. (you don't necessarily have to make copies of the transcript or letters of recommendations, but I would put a note on it as to which transcript you included such as "transcript from courses completed by December 2018" or" transcript from courses completed by May 2019"; and the names of the people whose recommendation letters you included with that particular scholarship application).

22. Please, write a hand written thank you within one week of receiving te scholarship. These thank you notes should also be in blue or black ink.
23. Usually you have to send in proof of enrollment when you get it to whom you received the scholarship.
24. Sometimes your scholarship is divided between semesters; if so, you usually have to send proof of enrollment for the second semester.
25. MASONIC CHARITY FOUNDATION SCHOLARSHIP. DEADLINE IN THE SCHOLARSHIP HAS TO BE POSTMARKED MAY FIRST. Do not wait until then to mail it. You will also have to send in your completed transcript for the year as soon as possible. They reserve the right to not award the scholarship if the grade point falls beneath the required amount.
26. The amounts of the various scholarships that are given through the Masons, Eastern Star, Amaranth, White Shrine of Jerusalem, Rainbow and DeMolay vary from \$50.00 on up. Each one is important regardless of the amount, and they do add to your grand total.
27. Good Luck.
28. Call, text, or email me, if I can be of further assistance. 405-990-3390, caroljbs1966@msn.com

The following are websites you might want to explore:

www.okdemolay.com

www.scottishrite.org/philanthropy

www.MCFOK.org under online forms

www.okoes.org