

Read this first before you start working on your scholarships.

- 1. Read the information and/or directions of ALL scholarship forms.**
 - Some have specific eligibilities. Work on only the ones you are eligible for. If you are not sure, ask.**
 - Some essays are different. Write a specific essay if required.**
 - It is your responsibility to have all supporting documents.**
- 2. Some are 2 sided (front and back) some are multiple pages.**
- 3. Type all your information or reproduce the form with your responses in word format. Neatness counts.**
- 4. Make sure you turn in all scholarships on or before their deadlines - Turn them into the correct person.**
- 5. Do not put applications in binders, folders or plastic sleeves. Just staple all your papers together with the cover sheet on top.**
- 6. The following applies to the high school counselor's and Fulton HS staff's role in scholarship processing;**
 - Make forms available for students.**
 - Advertise the availability of local scholarships.**
 - Collect local applications for scholarship committees if requested.**
 - Request of scholarship committees their award winners in a timely manner so students can be invited to attend the spring awards banquet, students will not be told what scholarships they are receiving.**
 - Request of scholarship committees their presenters for the spring awards banquet.**
 - Make available to the public a list of award winners after the spring awards banquet is completed.**
- 7. The high school counselor will NOT screen applications for scholarships or serve on any scholarship selection committees.**