



PALOS VERDES JUNIOR WOMEN'S CLUB SCHOLARSHIP CHECKLIST AND GUIDELINES 2011- 2012

General Guidelines:

We are excited to receive your application and to award scholarships to deserving graduating high school students. Please help us by explicitly following the guidelines set forth herein. This checklist is included to help you through the process.

All materials must be submitted on standard business size paper (8 ½ x 11 inches). Photocopies of certificates, awards and other evidence of notable achievements may be submitted. Letters of Recommendation should be originals whenever possible. **Seal this checklist and application in an envelope to ensure that no materials are lost. Applications are due Monday, February 27th, 2012 to your high school counselor.** Late applications will not be accepted, so please plan accordingly. If selected, interviews will take place on **Saturday, April 14th, 2012.**

Application Checklist

- A. Completed Palos Verdes Junior Women's Club Scholarship Application
 - 1. All extracurricular activities have been verified by sponsor, employer, or teacher. Parent may verify if sponsor, etc. is unavailable;
 - 2. Copies of awards, certificates, and other notable achievements etc. are attached to application;
 - 3. Section Five, the Student Financial Information section is complete and signed by both you and your parent/guardian;
 - 4. Section Six, the Parent/Guardian Financial Information section is complete and signed. You will find envelopes that came attached to the application. Please give this section to your parent/guardian as soon as possible so that they may collect the tax and financial documents required. When Section Six is completed by your parent/guardian, it should be placed back into the envelope with all required information and **SEALED**. Any financial information omitted without an explanation will disqualify you. Once again, information must be on standard business paper. **ALL FINANCIAL INFORMATION IS HELD IN STRICT CONFIDENCE**. In order to be complete, this section must include the following:

Name: _____

- a. Complete copy of requested U.S. Tax Returns (including schedules, exhibits, W2 Forms, 1099 Forms, and explanatory notes) is attached and certified by signing in ink to indicate it is a true and correct copy.
 - b. Application form is initialed indicating (a) above is correct and attached.
 - c. Confidential Financial Statement(s) is/are completely filled out with appropriate calculations and any necessary attachments or explanations.
 - d. Confidential Financial Statement(s) is/are signed and dated.
 - e. Completed packet is sealed in the envelope provided.
- B. Official High School Transcripts attached to application; including verification of SAT, ACT, and ACH test scores.
- C. A candid one-page essay explaining why you need/want financial assistance to attend college, including any special circumstances. This is how we get to know you, so this essay is your chance to give us insight about you and your aspirations for the future. Have a parent, trusted friend, or teacher help you with editing.
- D. Three Letters of Recommendation attached to application. Ideally, at least one should be from a teacher who knows your academic strengths and achievements. Employers, clergy or other persons not related to you are also appropriate sources. Be sure to ask for letters as soon as possible after reviewing the application. This will give you plenty of time to have them returned prior to the **scholarship application deadline of Monday, February 27th, 2012.**
- E. A recent photograph of you attached to the application. We like to put names and faces together.
- F. Proof of United States Citizenship (U.S. Passport or birth certificate)

PLEASE NOTE THAT INTERVIEWS WILL BE CONDUCTED ON SATURDAY, APRIL 14th, 2012. THEY ARE MANDATORY FOR CONSIDERATION FOR THIS SCHOLARSHIP.

Name: _____