A large, vibrant red apple hangs from a tree branch in the foreground, set against a background of a lush green orchard with many other trees and apples. The scene is bright and sunny, with a clear blue sky visible in the distance.

# **Scholarship Training Guide**

## **2021 – 2022**

**Washington Apple Education Foundation  
2900 Euclid Avenue  
Wenatchee, WA 98801  
(509) 663-7713**

**[www.waef.org](http://www.waef.org) [scholarships@waef.org](mailto:scholarships@waef.org)**

**Disclosure:** *Materials contained must be used solely for their intended scholarship training purpose.*

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Washington Apple Education Foundation.*

## How to Use this Guide

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Twenty-six years ago, members of Washington's tree fruit industry formed the Washington Apple Education Foundation (WAEF) to develop, promote and manage the industry's charitable works. Voluntary funding from growers, shippers, packers, suppliers and others allows WAEF to offer scholarships to students raised in fruit growing regions. The foundation has increased support for college-bound students annually. This year 332 students are on college campuses with help from \$1 million in WAEF scholarships.

Scholarships are awarded by a volunteer committee consisting of industry and community members. It is through their experience reviewing thousands of scholarship applications that this training guide was developed. In it, students will find relevant tips and words of caution, all included to elevate applications to an award worthy status.

How to use this guide:

- We make note of those areas where students have struggled on the application in the past. Learn from mistakes others have made!
- The information we share comes from the perspective of volunteer community members. While we assume most community organizations share our thoughts, it's best to contact groups directly whenever you have a question about their specific application.
- This can also be used as a resource for you to share with those that are assisting you with your applications (letters of reference writers, proofreaders, etc.).



**Please contact us with questions at:**

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# Module One

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## What Is a Scholarship?

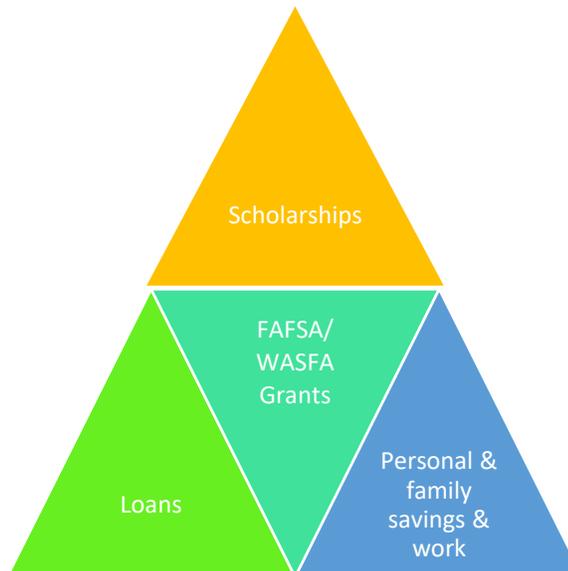
A scholarship is an award of financial aid for a student to further his/her education. Scholarships are awarded based upon various criteria, which usually reflect the values and purposes of the donor or founder of the award. Scholarship money is not required to be repaid. Scholarships are a major component of financial aid for many college students.

In Washington state students receive an excess of \$50 million annually in scholarships. Scholarships are awarded based on a variety of factors. Students may qualify for an award because of their familial background, choice of college/university, high school attended, geographic region, and more. Once qualified, students are reviewed based on one or more of the following: financial need, scholastic aptitude & effort, leadership, community service, athletics, commitment, goals, and much, much more.

What do you believe all scholarship applicants share? *They made the effort to submit a thorough application on time.*

Every scholarship has its own set of criteria making each award accessible to a defined group of applicants. That pool of applicants may have hundreds or even thousands of eligible applicants or it may have one. Each year scholarships go un-awarded because the individual(s) possessing the qualifications did not apply.

## Paying for College



Each individual's map for paying for college will be unique but everyone has the ability to pay for college. Focus on scholarships, grants and your own efforts first. As a last resort, smartly utilize loans to pay for necessary expenses.

## FAFSA/WASFA

- *The FAFSA (Free Application for Federal Student Aid) is a form prepared annually by current and prospective college students to determine eligibility for student financial aid (including the Pell Grant, student loans and federal work study). [www.fafsa.ed.gov](http://www.fafsa.ed.gov)*
- *The WASFA (Washington Application for State Financial Aid) is state financial aid for DREAMers. Washington State offers financial aid programs to students who aren't eligible for federal financial aid because of immigration status. These students still need to meet other program requirements. <https://wasfa.regenteducation.net>*
- The colleges or institutions you list on your FAFSA/WASFA will use several pieces of information to calculate your aid. **Check with each college you're applying to for their specific FAFSA/WASFA deadline.**
- Your award offer depends on your Expected Family Contribution (EFC), your year in school, your enrollment status, and the cost of attendance at the school you will be attending. The **financial aid office** at your college or career school will determine how much financial aid you are eligible to receive.
- To get a quick idea of the potential aid you may receive, you can complete the FAFSA4caster at <https://studentaid.ed.gov/sa/fafsa/estimate>  
*Some scholarship organizations require this information, too. The FAFSA application opens October 1. Begin the application right away with the data you have available. The form allows you to come back and input missing information.*

## Forms of Outside Funding Aid

**Pell Grant** – Maximum amount for 2021-22 will be \$6495. This grant does not need to be paid back. It is based on several factors, the weightiest being family financial need.

Students must complete FAFSA.

**State Need Grant** – Maximum funding varies by institution with the largest grants awarded in excess of \$11,000. Application is through either FAFSA or WASFA.

**Student Loans** – Subsidized loans may be available for students needing to fill in final amounts of their college funding plan. Subsidized loans require completion of FAFSA.

**Work Study** – Funding is provided to colleges/universities to employ students.

**Institution Merit Awards** – Awards based on components of a student's admission application. These awards are funded by the college/university to meet desired student admission goals. Merit awards are not based on financial need.

**Scholarships** – Free \$\$! Each scholarship has unique criteria many times related to your high school, city or region or ties to the providers, such a degree sought, field of family employment, etc. National awards can be larger with broad criteria.

## Additional Ways to Pay for College or Reduce Expenses

- Get credits while in high school through Running Start or AP classes.
- Take an extra job over the summer months to get a head start on college needs.
- Register for classes early and work with your counselor to avoid unnecessary credits.
- Increase your odds of scholarship and merit funding through grades and leadership.
- If right for you, attend a community college while living at home. Make sure this route will allow you to complete your degree in four years.



## Scholarships Myths and Truths

Myth	Truth
Scholarships are only for athletes, students with good grades and young people.	Millions of scholarship dollars are available for people of all backgrounds, abilities and ages.
Paying for online scholarships searches will help me access billions of unused scholarships.	Don't pay for scholarship searches or provide credit card information. You shouldn't have to pay money upfront to receive a scholarship.
The applicant with the most extracurricular activities wins the scholarship.	Similar to colleges, scholarship providers are looking for well-rounded students. Most scholarships are not based on any single criterion.
Loans might affect my chances for a scholarship.	Taking out a loan has no impact on whether you get a scholarship.
My parents make too much money for me to get financial aid or a scholarship.	Scholarships are based on many factors, not just financial need. All eligible students should complete a FAFSA.
Scholarships are only open to students attending two-year community colleges or four-year universities.	Lots of funding is open to students pursuing degrees and certificates from accredited technical and vocational colleges.

### What is your scholarship eligibility?

Where do you reside (city/county)? \_\_\_\_\_

Which high school are you graduating from? \_\_\_\_\_

Which college, university or technical school are you attending? \_\_\_\_\_

Where do your parents work? \_\_\_\_\_

What industry are your parents employed in? \_\_\_\_\_

Where do you work? \_\_\_\_\_

Which associations or clubs are you or your parent(s) members of? \_\_\_\_\_

Each one of the areas above are likely qualifiers for one or more scholarships.



## Are you Eligible for a Scholarship?

HUNDREDS of scholarships are available to students in your school. Below is a tiny sampling of awards offered in central Washington. Notice how some have very narrow qualifications and others are quite broad. Which align with your circumstances?

- James E. Jim Loudon Scholarship - Graduating seniors from Chelan, Douglas, and Okanogan counties and students and graduates from Wenatchee Valley College are eligible to apply. Students must be pursuing a degree in agriculture business (or related field) or horticulture at Washington State University. <https://waef.org/scholarships/>
- John Douglas – Scholarship is open to applicants raised in families engaged in Washington’s tree fruit industry who will attend or are currently attending a Washington state public two- or four-year college or university. <https://waef.org/scholarships/>
- Scott Baker Technical Education Scholarship – Scholarship is open to students who are passionate about technical pursuits and who want to attend trade school or a technical program at a community college to be able to create, build, fix or even drive modern technology. <https://waef.org/scholarships/>
- Mollie Davis Scholarship/Yakima Rotary Trust – Open to residents of Yakima County pursuing an education at a two- or four-year college or university. Applicants being considered for this scholarship must be both a U.S. citizen **and** resident of Yakima County, Washington. <http://yakimarotarytrust.org/new-mary-monroe-davis-scholarship/>
- Jeff and Jolene Hattori - Scholarship is open to high school seniors and undergraduate students located in the Tri-Cities area preparing for a career in agriculture. The award may be used at an accredited technical school, two- or four-year college / university. <https://waef.org/scholarships/>
- Ferguson Family Scholarship - The Ferguson Family Scholarship was established to provide educational scholarships to graduating seniors from Chelan and Douglas county high schools seeking further education in physics or mechanical, electrical, or software engineering at Wenatchee Valley College who possess financial need and a commitment to engineering. <http://www.cfncw.org/scholarships/>
- Paul Lauzier Foundation – Scholarship is open to high school and college students from Grant County who will attend a college, university or technical college full-time within the state of Washington. [www.lauzier.org/scholarship-foundation](http://www.lauzier.org/scholarship-foundation)
- Clarence and Della Murray Scholarship - The Murray family legacy has been to provide a competitive scholarship that supports students from Chelan, Douglas, or Okanogan counties who demonstrate need, ability, and moral character. [www.cfncw.org/scholarships/](http://www.cfncw.org/scholarships/)
- Dick Clements Memorial - This scholarship is made in memory of Richard Dick Clements, a man known for his purpose, conviction and character and his devoted service to family, community, and the tree fruit industry. The scholarship is open to graduating seniors from central Washington who will attend WSU. Preference to Yakima County students. <https://waef.org/scholarships/>
- Douglas Fruit – Scholarship is open to seniors from Pasco, Chiawana, Connell, Othello, Kiona Benton, Richland, Kennewick, Kamiakin, Southridge, Hanford, Burbank, and Tri City Prep high schools whose parents are involved in the tree fruit industry. <https://waef.org/scholarships/>



## Scholarship Assistance

Scholarship opportunities are plentiful! **Identifying the awards you qualify for is your first step.**

Check back with scholarship resources time and time again; new awards surface throughout the year. Don't waste your time applying for an award you don't qualify for!

### High School Counseling Office

*This is your **BEST** source for local scholarships and awards available to students from your school!*

### Online Sources

*Be aware! Do not pay for access to scholarship assistance and be careful with the information you provide to unsecured sources.*

### Your College or University

*Check online with the financial aid office, complete the universal scholarship application, ask your college recruiter, attend college fair or senior night, connect online or in person with the office of scholarship services*

### Specific Degree or Career Path

*Check with college professors, connected affinity or alumni groups, employers in degree field*

### Activity Awards

*Check with program/activity advisor, view the national website, ask your high school counselor*

### Employer/Parent's Employer

*Ask your parent/guardian to talk with their employer and/or human resources department*

### Community/ National Groups

*Check with local civic groups such as Rotary & Kiwanis and visit your area community Foundation website*



## Sampling of Central Washington Scholarship Providers

### Washington Apple Education Foundation

<https://waef.org/waef-scholarships/>

The Washington Apple Education Foundation awards over \$1 million in scholarships annually to students with a tie to the tree fruit industry. The foundation assists students attending two-year, four-year and vocational colleges. Students pursuing a technical certificate or degree must complete the application titled “Vocational/Technical” while students attending a two- or four-year college/university should complete the “Universal Application”. Awards are based on family ties to the industry, financial need, scholastics and ability to convey drive & commitment. Deadline: March 1, 2022

### Community Foundation of NCW

<http://www.cfncw.org/scholarships/>

The Community Foundation of NCW manages over 120 scholarship funds established by donors who want to help ease the financial burden of college for local students. Scholarship criteria varies – such as community service, personal growth, or area of study – and is determined by the donor. Most scholarships have criteria aimed at assisting students with the most financial need. CFNCW scholarships may be available to technical school, community college and university students. Check each application for specifics, including deadline.

Deadline: April 1, 2022 for most awards.

### SeaMar Foundation

<https://www.seamar.org/scholarship-farmworker.html>

Sea Mar recognizes and acknowledges the barriers children of farm working families face in their pursuit of a college degree. Economic strains, as well as the language and cultural barriers can often affect these students. Sometimes students need to work after-school and all summer to assist their family.

Deadline: check website January 2022 for April 2022 deadline.

### Mollie Davis Scholarship/Yakima Rotary Trust

<https://yakimarotarytrust.org/molliedavisscholarship/>

Mary Monroe “Mollie” Davis left an educational bequest to Yakima County. The Yakima Rotary Trust administers the scholarship program with oversight by the Yakima Valley Community Foundation. Renewable scholarships for tuition and fees are offered each year for full-time study at an accredited two or four-year college or university of the student's choice in the amounts of \$7,500 or \$3,500. Applicants for this scholarship must be both a U.S. citizen and a resident of Yakima County.

Deadline: February 22, 2022



## Module Two

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What is the most important step to getting a scholarship? *Complete the application.*

What is the next major factor in receiving a scholarship? *Getting your application reviewed. This means you must follow instructions and meet deadlines.*

Sounds simple? Complete this quick quiz and test your knowledge.

### **Avoid Disqualification**

*Answer Yes or No*

- \_\_\_\_\_ Would you get disqualified if you submitted your application early?
- \_\_\_\_\_ Would you get disqualified if you submit your transcript after the deadline?
- \_\_\_\_\_ Would you get disqualified if you submit a resume instead of completing the provided form?
- \_\_\_\_\_ Would you get disqualified if you submit your transcript without your fall term grades?
- \_\_\_\_\_ Would you get disqualified if your essay was two pages long and the instructions stated it must be one-page, double-spaced?
- \_\_\_\_\_ Would you get disqualified if your letter of reference writer submitted a late letter on your behalf?

To get your application reviewed, it needs to be received on time with all instructions followed.



## Sections of an Application

### The Basics

The impression you create in your scholarship application begins early. Proper nouns must be capitalized, street names spelled out, your email address professionally appropriate. Seem simple? Double-check your work and make sure “texting” lingo isn’t present.

#### General guidance to get the most from this section:

- ✓ Utilize a phone number and email address that will be checked regularly. If a potential funder calls you, what will they hear? Your outgoing message should reflect positively on you.
- ✓ What is your email address? If your email address does not send a serious message about you and your professional aspirations, create a new account for scholarship and college communications.
- ✓ Use your official name and permanent mailing address.
- ✓ Carefully review information requests. “County” and “Country” are similar words but request vastly different answers.
- ✓ Capitalize the first letter of your first and last names.
- ✓ Consider your application your “interview”. What message do you want to send?

It is extremely important that questions on an application are not answered with “N/A” unless the form specifically indicates that response as a possible option.

Scholarship providers ask questions and request information for specific reasons.

### Academics

This section allows you to communicate how you’ve prepared in high school to attend the college of your choice. For students with high academics, this is an area where you can impress selection committee members with your grade point average and college entrance exam results. For students with lower grade point averages, make sure to use other areas of the application, such as letters of reference or the essay to communicate why your grades alone might not demonstrate your ability to succeed at college. Selection committees look at much more than a single factor when assessing a student’s scholarship worthiness.

**Official transcript** – Official transcripts are provided by the issuing institution in a sealed envelope or sent directly to the scholarship provider. They are not forms printed online by the student.

In addition to your grade point average, selection committees will review the classes taken to see how those align with your career goals, the rigor of your courses and your annual progress.

**College entrance exam results** – SAT and ACT scores are commonly requested on scholarship applications. Take one or both of these tests early which may allow you to



retake the test if your performance isn't up to your personal standards. Running start students and students selecting a community college or trade school are not required to take one of these tests for college entry. If you fall into this category and have chosen not to take an entrance exam, make sure you articulate that on the application. Do not assume the provider will simply figure it out. **At this time, the Washington Apple Education Foundation is not requiring students to submit SAT/ACT scores. Please contact each scholarship provider to verify requirements.**

**General guidance to get the most from this section:**

- ✓ Send transcripts after the conclusion of your fall term. They must be current.
- ✓ Transcripts communicate your academic progress in school. Each year tells a story.
- ✓ If you are a running start student, make sure those credits and grades are clearly identifiable on the transcript. If not, include a separate transcript listing just the running start credits and grades.
- ✓ Explain your transcript; top grades are not always a requirement. You may be taking AP classes but aren't getting straight A's due to the workload and difficulty of certain classes or you may have personal or developmental issues impacting learning.
- ✓ Some scholarship and college applications require a sealed official transcript sent directly from the school. This is an official transcript.
- ✓ Avoid disqualification by following directions.
- ✓ If you have not taken the SAT/ACT, make sure to explain why.

**Financial Assessment**

Applications regularly request family income information when assessing financial need.

Generally, when requesting income information, the provider is seeking the household income. Household income refers to income included on the annual tax filing submitted by your parent or head of household.

Organizations may request this information in several forms. Here are a few:

<u>Financial Question</u>	<u>Line on 1040</u>	<u>Definition</u>
Gross Annual Income	6	Combined household income (before any deductions)
Adjusted Gross Income (AGI)	7	<i>Gross income minus qualified adjustments to income</i>
Taxable Annual Income	10	Amount of income used to calculate income tax due
Family Net Worth		Product of personal & business assets owned, such as home, cars, etc. less the amount owed on mortgage, personal loans, credit cards or other debt
Gross Salary	W2 Form, Box 1	If requested, this likely will be asked for each of the primary wage earners in the family.



**Your college funding plan** - It is also common to see questions asked about how much money you'll need for college and your plans to secure that funding, beyond this specific scholarship. **Demonstrate to the selection committee that you've done your research about the costs to attend college and are working on multiple avenues to secure the funding.** Utilize the "cost of attendance" report from your identified college/university to identify costs. Then identify how you plan to cover that total. Options include work study, financial aid grants, summer work, parent help, other scholarships or finding ways to reduce costs such as sharing a room, utilizing a lesser meal plan &/or not taking your own car to college. You can also show alternatives, such as if you receive a certain amount of scholarship funding you'll attend option one college, if not, you'll attend option two at a lesser cost.

**Parent Employer** – This is referencing the entity that pays your parent's salary, generally the name of a company. It is not the name of your parent's supervisor.

**EFC** – The EFC is the Expected Family Contribution it comes from your completed FAFSA or FAFSA4caster. <https://fafsa.ed.gov/>

## College & Career Plans

Think of this from the funder's perspective: why should they invest in your future when you haven't given it any consideration yourself? Even if you just have general ideas, make sure to communicate your plans/interests.

It's possible, even likely, you may not have been accepted at your chosen college at the time scholarship applications are due or you have been accepted but haven't committed.

- If you applied to several schools, list them and note if you have been accepted.
- If you have been accepted and have made a decision, list only the institution you'll attend.

**Major/Minor** – Why would you believe this question is relevant when requesting scholarship funding? Funders want to know you have a purpose for attending college. You may also need to reply with a specific response to qualify for an award.

**Career Plan** – It may be a tall order to have a "career plan" prior to departing high school, here again share your thoughts about what your professional life will look like post college graduation. This may be specific, e.g.: "I will be working as a large animal veterinarian."; or it may be more general, e.g.: "I have an interest in math and foresee working as an accountant or engineer, fields that would utilize my math aptitude."

The college you attend or the career field you are considering may help you stand out to committee members.

## Extra-Curricular Activities & Interests

This section of the application communicates how you spend your time outside of the school day. **The primary question answered in this section is if you're making good, productive use of your time. Use this section to share about your interests and activities.**

You'll want to showcase those activities that mean the most to you while at the same time, showing diversity in your interests and activities.

How do you do that? Use the entire space provided – don't leave anything blank. Many times, scholarship providers include a table or grid for you to complete. For those activities/interests that mean the most to you, show your involvement in multiple ways (example on following page).

### General guidance to get the most from this section:

- ✓ Make sure if the way you spend the bulk of your time outside of the school day is fulfilling family responsibilities, you clearly communicate that through the boxes or narrative sections.
- ✓ When listing activities and employment, start with the current school year and the activities most important to you.
- ✓ Avoid using acronyms, even though you know what the club/activity is. For example: list Future Business Leaders of America, not FBLA.
- ✓ Many schools have clubs that just pertain to that specific school. When you put down a club/activity, make sure its purpose is clear.
- ✓ List employment even if it is not a paying job (babysitting siblings after school, working in the family orchard, etc.).
- ✓ Listing employment shows that you can handle mature responsibilities, work well with others and that you have a strong work ethic. It also communicates how you are spending time outside of the school day.
- ✓ If the application says "No Attachments" do not include a resume or other information as an attachment.
- ✓ Before you begin completing any forms, make a graph for yourself that includes each of your high school years and identifies the school, church, community, sports and family activities you were involved in that year. Use this to complete the application showing diversity and commitment to those you care about most.



Examples of how to list activities:

**School or community group involvement:** List your extra-curricular activities (sports teams, church groups, music groups, clubs, etc.).

Group	Description	Date or date range	Total # of Hours	School year(s)
Church Group	Group that provides teens with a gathering place for positive activities	4/12/12-current	200	9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup>
Future Business Leaders of America	Club that helps to develop an understanding of business and develops leadership skills.	9/5/11-6/10/15	250	9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> , & 12 <sup>th</sup>
High School Soccer	Member of the JV team 9 <sup>th</sup> and 10 <sup>th</sup> , and varsity 11 <sup>th</sup> and 12 <sup>th</sup>	9/6/12-6/10-15	200	9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup>

**Leadership roles:** List your elected and non-elected leadership positions held during your high school years. You should consider those through your high school, employer, community and church.

Group	Leadership Role (describe role)	Date or date range	School year (s)
Church Youth Group	Chairman of the fall fundraiser. Organized meetings followed up with committee chairmen and presented results to church leadership body.	6/1/15-10/31/15	12 <sup>th</sup>
Future Business Leaders of America	President- conducted weekly meetings, team leader at club's events, spokesman for the club	9/5/13-6/10/15	11 <sup>th</sup> & 12 <sup>th</sup>
Future Farmers of America	Secretary- participated in club events, attended weekly meetings, wrote minutes for weekly meetings, wrote weekly newsletter	9/6/12-6/10/13	10 <sup>th</sup>

**Volunteer work/community service:** List the community service projects for which you volunteered and your ongoing volunteer work.

Group	Activity	Date or date range	Total # of Hours	School year(s)
Wenatchee Food Bank	Check-in individuals, prepared food bags	10/14/14-3/1/2015	125	11 <sup>th</sup> & 12 <sup>th</sup>
Church Group	Clean the highway	Two days per year, fall & spring	75	9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> & 12 <sup>th</sup>
Young Men's Christian Association	Camp leader- constructed daily events for participants	6/6/14-9/1/14	100	11 <sup>th</sup>
Future Business Leaders of America	Blood Drive Check-in individuals for blood donation, provide individuals with snacks	One day in February	32	9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> & 12 <sup>th</sup>



**Employment:** List the jobs you’ve held during all of your high school years. Include traditional “paid” work and significant responsibilities in your family’s home or business, even if unpaid.

Employer (Company Name)	Job Duties	# of Hours Per Week	Dates (be specific)
Family	Pick up siblings from school and watch them for two hours	10	9/1/16-6/10/17
Farmer Bank	Teller- process routine account transactions, help customers fill out deposit and withdrawal slips, disburse money to customers	25	6/1/16-Current
Farmer Orchards	Crew Supervisor- communicate task and deadlines to crew, assist crew members when needed	40	6/15/15-9/1/15

## Letters of Reference

The purpose of requesting letters of reference is to learn more about the candidate’s character and values. *References should be provided by teachers, administrators, employers, clergy, community volunteers and others that know you well and can speak to things that matter to you.* Letters of reference should **not** come from family members or student peers, unless clearly requested on the application.

Utilize this opportunity! What is missing in your application currently that you believe the selection committee should know about you? A letter of reference that states activities, GPA and other information found elsewhere in the application is a missed opportunity. The letter of reference should be about you, your values and unique experiences, not about your activities and grades.

Prior to requesting letters of reference, consider what you want the application reviewer to know about you. Is there something about your background, learning style or maturity that you’ve not had a chance to share elsewhere? What personal story would bring your application together and create a complete picture for the reviewer? Find someone to write that letter for you.

*Read the two excerpts below. Which one do you believe is communicating about Maria’s character and values?*

### Option One -

Maria Jones has been one of my advanced math students for the past two years. She entered my class hesitantly, not entirely certain she belonged in AP math. Maria’s conscientious participation quickly identified her as a top contributor to class discussions. Maria asks questions elevating class discussion.

Maria’s grades in my class are slightly higher than average; however, Maria knows the class material well and will leave the class ready for college work. She’s developed strong study habits and her confidence has increased tremendously. Maria has a goal to be the first in her family to graduate from college; this goal is central to her life and all her activities.



I have no reservations providing Maria with my strongest recommendation. She is a worthy candidate.

OR

Option Two -

Maria Jones has been a student in my advanced math class for two years. In my class she has earned a B+ grade point average. She shows up for class daily.

Maria is also a member of our school's Future Business Leaders of America club and is currently serving as the club's president. As a member of FBLA, Maria participates in club fundraisers and organizes the weekly meetings.

Maria is a strong candidate for scholarship consideration. I give her my strongest recommendation.

**General guidance to get the most from this section:**

- ✓ Ask people that know you well that are not family members. If not otherwise specified, get references from different types of writers: employer, teacher, church leader, etc.
- ✓ **Always make sure the letter is dated, signed by the letter writer and written in the current school year. Do not use old letters of reference, especially after you leave high school and are enrolled in college.**
- ✓ Don't wait until the last minute to request your letters. Your letter writers will want to do a good job for you. To do that, they need time to work your request into their schedules.
- ✓ If you have the opportunity, read the letters before submitting including those that complete the story you want the reviewer to have about you.
- ✓ Is there something in the application that needs more explanation? Use a letter of reference to increase clarity. Do you have a learning disability? Have you overcome a significant obstacle? Were you recognized in a unique way?
- ✓ If your letter writer cannot meet the timeline of the application, find someone else. Your application will be disqualified if items are late or missing, even if "it's not your fault."



## Essays, Personal Statement and Short Answer Questions

Stand out from the crowd! What makes you unique? What impact do you plan to make with your education? You are worthy of scholarship money – demonstrate it! Use these narratives to tell your story!

**Personal Statement** – Most applications request some form of a personal statement. The statement may be general with the only instructions being limited to length and/or presentation, not content. Others may be more specific asking you to write to a specific topic or idea. Make sure you're following the directions to avoid disqualification. In either instance, use this as a way for the reviewer to get to know more about you. Consider the audience and write about a shared interest or experience.

**Essay** – Essays vary from “short answers” in length and expectations. Generally, your essay should follow the traditional format of a persuasive essay. “Persuasive” because you should be giving your own thoughts and opinions. This is not a research paper though some facts may be necessary to help support your viewpoint. You should include defined paragraphs, varying sentencing structures and appropriate vocabulary. Your essay should be grammatically appropriate for a student preparing to enter college and should flow from the introduction to the conclusion. Keep the reader engaged! When they finish reading, they should have greater insight into your character.

**Short Answers** – Get to the point. Respond appropriately to the question. Make sure to communicate your own personal thoughts and values.

### General guidance to get the most from this section:

- ✓ Through the letters of reference, committee members learn what others know and think about you. The essay, personal statement and short answers are where you get to express yourself.
- ✓ Make sure you are providing correct information. If there is a specific essay question asked, answer it. Don't just attach your personal statement thinking that will take place of the essay.
- ✓ Keep in mind, your essay and short answers could be the determining factor of why you are chosen over another candidate.
- ✓ Write to your audience. Selection committee members of a tree fruit industry scholarship might enjoy reading about your positive experience working or growing up in the industry.
- ✓ Write about yourself, your dreams & experiences but be thoughtful about how many times you use the word “I.”
- ✓ Make sure your answers to the questions are to the point, don't ramble or use filler words.
- ✓ Write your essay and short answers with passion!

- ✓ Treat your essays and short answers like graded school papers. Pay attention to grammar and punctuation.
- ✓ Write your essays, personal statements and short answer responses in Microsoft Word or similar word processing software that allows you to spell check and read your information on a full screen. Then copy and paste to the application. Keep copies of all work submitted; you may be able to reuse them on other applications.
- ✓ Read your essays, short answer responses and personal statement as one group for each application. Will the reader have the right impression of the items that matter to you after they read this group?
- ✓ Proofread! Read your essay and short answer questions aloud. Ask a parent, family friend or teacher to proof your work. It is very difficult to catch your own errors but others will find them; it's better if those are detected prior to submitting your application.
- ✓ **What is the required length, maximum and minimum, of the assigned essay and questions?** Not following directions is an immediate cause for disqualification.



## Module Three

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Do you think you're ready to submit your application? Take another moment to do a double-check.

### **Proofreaders**

Have you ever thought you turned in a perfect school paper but then got it back from the teacher with error marks? The reason for this is probably because a new set of eyes looked at it. This same mistake happens with scholarship applications. The consequence of an error on a scholarship application may mean several thousand dollars of lost scholarship funding.

Print and read your application out loud. It may sound odd but reading out loud forces you to say each word printed. This is where you may discover misspelled words (darn spellcheck!), missing words or sentences out of alignment.

Read your application from the perspective of someone that does not know you or your family. What impression will they have of you, your values, character and vision for the future?

Request one or more people review each complete application you prepare along with all attachments before submitting. Give each proofreader plenty of time to thoroughly look over your application.

### **Application Checklist**

You might find an actual check list on an application or you may need to create it yourself. Walk slowly through the application prior to submitting it to make sure each and every answer is provided and each attachment required is uploaded or attached.

Common attachment requirements:

- Essay
- Personal statement
- Short answer responses
- Transcript, official or unofficial
- College entrance exam results
- Financial information
- Letters of reference



## Get more \$ for your efforts

You're a high school senior and you've got limited time! Increase your efficiency and make sure you don't miss deadlines.

- Do your research.** Once you identify a potential scholarship, review the criteria before you ever begin to make sure you qualify. Not sure? Contact the scholarship administrator or ask your high school counselor. No reason to waste your time if you don't meet the criteria. Items to look out for – Is an out of state institution approved? Do you need to be a current year high school graduate? Is the award open for vocational degrees? Do you meet the minimum grade point average? Is there a citizenship requirement? A great applicant won't receive the award if they are not within the target audience of the scholarship provider.

On the flip side, don't quickly assume you don't qualify for an award. If you match most of the qualifications, contact the award administrator and ask. You may find that some years the scholarship doesn't get awarded and your qualifications may be close enough for consideration.

- Get all of your letters at once.** Request your letter writers provide letters for each of the applications you're applying to. Your letter writer can do this quickly if they have the list from you all at one time with clearly identified deadlines. If letters need to be submitted via varying online portals, record that information on the master list for the letter writer.
- Use the graph at the close of this guide or create another calendar for your use.** Don't miss a deadline! All of your efforts will be for not if you don't get 100% of the material required provided by the stated deadline.
- Keep all of your work in one spot.** Keep all of your scholarship documents in a digital folder clearly marked. For each essay, short answer and personal statement you write, label it clearly so you'll quickly identify if you can use the same material more than once or even if you can simply use one as a base for writing the next one. Write your essay and short answer responses in a word processing document so you can easily make changes for future applications that might have similar questions.
- Make copies of applications submitted.** Keep these copies for your reference later if you're completing an application that may request similar data.



## Scholarship Tips & Recap

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- 🍏 **Your application is the interview.** Selection committee members do not know you, your family members or friends and in most instances, will not meet you before the award decision is made. Your application must sufficiently represent your interests, values, achievements and future plans. Take every opportunity to make a good impression.
- 🍏 **View your complete application as the entire package.** Everything you want people to know about you should be found in the application you submit.
- 🍏 **Start early & make sure it is complete.** Send/submit your completed application as early as possible and make sure all required documents are included. If by mistake there is missing information, this gives extra time for it to be caught and remedied before the deadline.
- 🍏 **Don't leave any area of the application blank.** It might be appropriate to use the term "Does not Apply" but make sure you think about why the question was asked. Remember, questions asked on applications are used for committee members to learn something about you.
- 🍏 **Brainstorm.** Take time to write down all your accomplishments, interests and activities. Think outside of what you do in school – include community, church and family activities. Ask your parents, family members, school advisors or others that know you well for help. After brainstorming, make sure you include a diverse group of items from your list in your application somewhere, stressing those most important to you.
- 🍏 **Review the application more than once.** Read all directions thoroughly and make sure all parts of the application are complete. Don't forget attachments. If the application requests an official copy of your transcript – make sure you submit an official copy.
- 🍏 **Use Microsoft Word to spell check.** Online applications might not spell check for you. Type the information in a Microsoft Word or other word processing document, spell check and then cut and paste into the application.
- 🍏 **Show that you can thrive at a college level.** Scholarships are competitive. Show that you deserve a scholarship and will utilize it to succeed in college. Do this by presenting a professional, thorough and thoughtful application.
- 🍏 **Think about the final appearance of the application and delivery.** Some applications may require you to handwrite your answers. If so, make sure the form is legible. If you have the option, type the information. Deliver the application neat and clean. Think about how you want it to look to the person opening the envelope for the first time.
- 🍏 **Proofread – Proofread – Proofread!** Not only should you proofread your work multiple times, a family friend, parent or school official should be asked to read each application and essay you prepare. An English teacher is a valuable resource! Reading your essay and short answers out loud can also help catch mistakes.



- 🍏 **Thoughtfully consider the information you share.** Information about unlawful activities may be detrimental to your application.
- 🍏 **Consider your audience.** Tailor the application for the audience. Think about what you are sharing and how it will be perceived. Are some things too personal to be appropriate?
- 🍏 **Spelling and Grammar Matter.** Don't shorten or abbreviate words. Also, don't use "texting" lingo. Capitalize when needed.
- 🍏 **Write a personal and specific essay.** Allow committee members to get to know you through a personal and compelling essay. Do not simply restate accomplishments mentioned elsewhere in the application. Write passionately in your essay and share with the committee something about you that will help them develop a connection to you. Even a simple experience can be powerful if you explain its impact on your life. Make sure your essay answers the question asked and it is written specifically for that scholarship application.
- 🍏 **Take the SAT or ACT.** It's important to take a college entrance exam even if you are in running start or plan on attending community college. The SAT or ACT is another indicator of classroom achievement and helps compare your test results with other students from other school districts. If you do not have to take the entrance exams, explain why. Don't leave the section blank.
- 🍏 **Request letters of reference from people who know you well.** Ask people who are able to share about your values, traits or qualities that you consider worthwhile, such as your compassion, drive, leadership, honesty, independence, etc. A well-written letter from a teacher or supervisor at work who knows you very well is more important than a letter from someone with an impressive title. Coach them to provide specific examples in the letter that tell a story about you – how you overcame a specific obstacle, your compassion for fellow students, the difference you have made in the life of another, etc. It is generally not advisable to ask a family member or peer for a letter of reference and may result in disqualification.
- 🍏 **Submit current letters of reference that are dated.** If a letter of reference is not dated, the committee may consider it old and the information less valuable. A dated letter shows you have been in recent contact with the letter writer and the information they have shared is current. In some instances, an outdated letter is cause for disqualification.
- 🍏 **The letter of reference writer's affiliation to you is clearly stated.** Make sure it is clear who the letter writer is and in what capacity they know you. Are they your teacher, coach, employer/supervisor, etc.?
- 🍏 **Ask questions.** If a phone number or email address is provided on the application, take advantage of the opportunity to ask questions. This is especially valuable if you are unsure if you meet the application qualifications.





## Tree Fruit Industry Related Careers

Apples, cherries, and pears aren't the only things the state's tree fruit growers produce. They're also cultivating billions of dollars' worth of jobs and income just when our state needs all the economic help it can get. A recent study shows that the industry generates nearly \$6 billion and more than 140,000 jobs for the Northwest economy each year.

### Tree fruit industry careers include:

Accounting  
Advertising  
Business Administration  
Business Technology  
Communications  
Computer Programming  
Distribution  
Engineering  
Electrician  
Field Operations  
Finance  
Food Safety  
Genomics

Graphic Design  
Human Resources  
Information Technology  
Management  
Marketing  
Material Management  
Production Management  
Quality Control  
Research Development  
Sales  
Taxation  
Trade/ export analysis  
Welding



***\$1 million in scholarships are available to eligible students through the Washington Apple Education Foundation!***

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