

# A STUDENT GUIDE TO CREATING A LEMON BAY HIGH SCHOOL LOCAL SCHOLARSHIP PACKET

## LEMON BAY HIGH SCHOOL LOCAL SCHOLARSHIP PACKETS INCLUDE:

- 1) Student **resume'** typed and shared with Mrs. Dailey by submitting a hard copy to me in the CRC to be reviewed. Once you receive what needs to be corrected and make corrections, you will then share through google docs to Mrs. Dailey by the end of - **September**
- 2) Student **goal statement** typed and shared with Mrs. Dailey by submitting a hard copy to me in the CRC to be reviewed. Once you receive what needs to be corrected and make corrections, you will then print a copy and hand deliver to Mrs. Dailey by the end of - **October**
- 3) **Two staff letters** of recommendation – by the end of **November**
- 4) **One community letter** of recommendation – by the end of **November**
- 5) If you are planning on attending a Technical School – Only one letter of recommendation is required, but it would be beneficial to have all three.

## LEMON BAY HIGH SCHOOL LOCAL SCHOLARSHIP PROCEDURE:

- ✓ Mrs. Dailey edits each resume' and goal statement, students will share these items in person. Then students will need to share the edited resume' with staff members who have agreed to write letters of recommendation on the student's behalf. The student hand-delivers or emails a resume' to the community person who has agreed to write a letter of recommendation.
- ✓ Mrs. Dailey prints a copy of each resume' and goal statement to include in the student's scholarship packet. Students sign their goal statements. Both documents are kept on file.
- ✓ Students will need to complete the online cover page information on ClassLink:
  - ClassLink: In search bar type...LOCAL SCHOLARSHIP APPLICATION
  - This online cover-page will be available after September 1<sup>st</sup>.
  - Please submit the online cover-page by December 1<sup>st</sup>.
- ✓ Students collect their letters of recommendation and turn them into Mrs. Dailey as soon as they receive them. The letters are added to the student's file.
- ✓ From January-mid March, Mrs. Dailey distributes copies of completed scholarship packets to local committees that review packets and select scholarship recipients.

**STUDENTS ARE AWARDED SCHOLARSHIPS THEY HAVE RECEIVED**

**AT SENIOR SCHOLARSHIP NIGHT IN MAY.**