

# LOCAL SCHOLARSHIP INSTRUCTIONS

**DEADLINE: FEBRUARY 22, 2021**

**FOR ASSISTANCE:** Contact [karyn.barats@ashland.k12.or.us](mailto:karyn.barats@ashland.k12.or.us), or call 541-482-2278

## STEP 1 – LOCAL SCHOLARSHIP LIST & REQUIREMENTS

To review a list of scholarships for eligibility, click here: [Local Scholarship List & Requirements](#)

## STEP 2 – LETTERS OF RECOMMENDATION

Some scholarships require letters of recommendation (LOR). When asking a teacher to write a letter of LOR, please give them at least two weeks to complete your request. Teachers/Counselors will email your LOR to Karyn Barats to attach to your scholarship applications. Students must provide a list to teachers/counselors of scholarships that you are applying for that require a LOR. Find Recommendation Forms here: [Teacher Recommendation Request Form](#) and [Counselor Recommendation Request Form](#)

## STEP 3 – UNOFFICIAL TRANSCRIPTS

If a transcript is required, contact [karyn.barats@ashland.k12.or.us](mailto:karyn.barats@ashland.k12.or.us) for an electronic copy.

## STEP 4 – ADOBE ACROBAT PRO / DOWNLOADING ACROBAT READER

- If you have Adobe Acrobat Pro (or comparable), proceed to Step 5.
- If not, you must download a free version of Adobe Reader here: [Adobe Reader](#) to your computer.

## STEP 5 – AHS COMMON APPLICATION

To open the AHS Common Application, click here: [Common Application](#)

- To download the application to your computer, click the download arrow in the top righthand corner. Do not use the website version, it must be downloaded.
- Save the document to your computer as “Original Application.”
- Complete the base application (no blank lines), type N/A if not applicable.
- If you have a previously completed Activities Chart, you may insert it rather than re-typing it.

## STEP 6 – SPELL CHECK

- Open the “Original Application.” From Edit menu, click Check Spelling, click Start. Choose the appropriate option, when finished, click Done.

## STEP 7 – “ORIGINAL APPLICATION”

- Now your “Original Application” is fully complete, spell checked, and looking good!
- Follow Steps 8 through 12 to submit each scholarship application.
- Keep your “Original Application” on your computer for future reference.

## STEP 8 – SUPPLEMENTAL REQUIREMENTS

- Check supplemental requirements listed on the [Local Scholarship List & Requirements](#) page.
- Supplemental information required by sponsors should be typed on page 5.
- If financial information is required, complete page 6 and attach the “SAR” (1<sup>st</sup> page only) from your FAFSA.

## STEP 9 – SAVING YOUR SCHOLARSHIPS

- Open your “Original Application” and enter the name of the scholarship on the first line in ALL CAPS. Example: ASHLAND ALUMNI SCHOLARSHIP (Font will shrink to fit)
- Save as: scholarship name – your first and last name. Example: Ashland Alumni – your first and last name
- Continue this process for each scholarship you are applying for.

## STEP 10 – ATTACH/REMOVE DOCUMENTS USING ADOBE ACROBAT PRO (OR COMPARABLE)

- Attachments should be saved to your computer (FAFSA-SAR, Transcript, etc.)
- Open your scholarship file that you saved as, for example: “Ashland Alumni Scholarship”
- **Click: Tools > Organize Files > Insert > From File > Desktop > Double Click on Transcript > Insert Pages “After” > “Last” Page > Click OK > Click Save File**
- **Attachments** should be inserted at the end of the scholarship application in this order: FAFSA-SAR / transcript / other attachments, etc. Now you have one document with attachments included!
- **Subject line of email should read as this example:** Ashland Alumni Scholarship – Your First/Last Name

**If page 5 and/or 6 are not required for a scholarship, follow these instructions:**

- **Using Adobe Acrobat Pro/Reader:** Click: Tools > Organize Files > Click on page to delete > Click on Garbage Can > Click OK > Click Save File

## STEP 11 – INSTRUCTIONS FOR ELECTRONIC SUBMISSION OF SCHOLARSHIP APPLICATIONS

Please submit each scholarship application separately, attached in an email, to Karyn Barats by Scholarship Name - Student Name to [karyn.barats@ashland.k12.or.us](mailto:karyn.barats@ashland.k12.or.us).

If you are unable to insert required documents or remove pages from your application, provide attachments (like the first page of your SAR, if required) and instructions for what else needs to be included/excluded for each application. There is no need to delete unnecessary pages if you are not able; just remove all information from the financial information page if the individual scholarship does not require it.

Scholarship organizations want your most current transcript, which are not available until February 15. You can submit your applications prior to this date, just ask Karyn to attach your current transcript to each individual application, if required.