



SCHOLARSHIP CHECKLIST

When completing the application, please use this checklist to be sure that you have submitted all the necessary information.

ALL APPLICANTS: *All applicants must submit the following*

- ____ ESSAY: (250 to 750 words)
- Why you are applying for this scholarship
 - Your educational goals
 - Any challenges you face in achieving these goals
 - How this scholarship will help you reach your goals

Even if you have applied before please answer these questions in full.

IF YOU ARE A STUDENT: *You must also submit the following items*

- ____ SEPARATE PAGE TITLED “MOST IMPORTANT ACTIVITIES”
(This can include clubs, community service, athletics, work, hobbies, etc.)
- 3 most important activities you are involved in
 - Length of involvement in these activities
 - Any positions you have held
- ____ REPORT CARD/TRANSCRIPT
- Report card/Recent transcript for the CURRENT school year
 - Complete transcript from the PREVIOUS school year
- ____ LETTERS OF RECOMMENDATION:
- 2 letters (minimum) from one or more teachers, guidance counselor, employer, supervisor, coach, or community/spiritual leader
- ____ NAME OF SCHOOL YOU ARE CURRENTLY ATTENDING

IF YOU ARE NOT A STUDENT: *You must also submit the following items*

- ____ SEPARATE PAGE TITLED “WORKING/CHILD-REARING/OTHER”
- Your current situation described (working, child-rearing, other)
- ____ LETTERS OF RECOMMENDATION
- 2 letters (minimum) from a current employer or supervisor (if employed), a former employer or supervisor, coach, or community/spiritual leader

SUBMIT YOUR APPLICATION BY FRIDAY, FEBRUARY 23, 2024

You will be notified in late April if you have been awarded a scholarship. If you have any questions or concerns please contact our Client Services team, by phone at 914.232.6572 ext. 110 or ext. 111 or email us at scholarships@communitycenternw.org