

# GROSSMONT COLLEGE SCHOLARSHIP WORKSHOP

**SCHOLARSHIP OFFICE**

**(619) 644-7136**

# AGENDA

- Getting Organized
- Finding Scholarships
- Applying for Scholarships
- Grossmont College Scholarship Application
- Writing a Scholarship Essay
- Scholarship Interview
- How are Scholarship Applications Judged?
- What not to do When Applying for Scholarships...
- A Few Last Minute Tips



# BEFORE YOU BEGIN, GET ORGANIZED!

- Organization is the key to an effective scholarship search. Try some of these suggestions:
  - Use one calendar for all your scheduling and deadlines.
  - Collect and organize your financial records.
  - Obtain a copy of your academic transcript.
  - Make and keep copies of everything you submit. (You never know if the scholarship program might lose part or all of your application!)
  - Send originals via certified mail to ensure the documents are received.
  - Keep all your information organized in a filing folder, box, or cabinet.
  - In order to organize your scholarship search and avoid junk mail in your day-to-day email, create an email specifically for scholarship usage.
    - I.E. [yourname.scholarships@gmail.com](mailto:yourname.scholarships@gmail.com)
    - OR [yourname.grossmont@yahoo.com](mailto:yourname.grossmont@yahoo.com)

# FINDING SCHOLARSHIPS

# FINDING SCHOLARSHIPS

## Search Sites

- [Fastweb.com](#)
- [Scholarships.com](#)
- Web searches
  - Such as [google.com](#)
- Look for websites that end with .gov or .org
- Scholarship search site are share on the [Scholarship Web Links Page](#)

## Your College

- [Scholarship office](#)
- Financial aid
- Major departments

## Community

- State and local governments
- Businesses and employers
- Clubs and associations
- High schools and civic groups
- Religious organizations
- Trade associations
- Labor unions and political parties
- Military association
- Ethnic organization
- Private foundations & charities

# WHEN SEARCHING FOR SCHOLARSHIPS...

- Input as much information as possible into search sites and we searches.
  - The more information you provide, the more tailored the scholarships are to your unique situation.
  - Be as specific as possible
- Thousands of dollars of scholarships are available every year, and the Criteria for each is different.
- Begin searching for scholarships as early as possible. Don't start looking for scholarships the semester you need them.
- Many applications open in fall and close in January, so don't forget to keep looking once classes start.
- Be thorough in your search to avoid scholarship scams
- Be Cautious about "It's guaranteed!" What's usually guaranteed is search "results"—not scholarship money.
- Never stop searching!!
- Avoid Scholarship Scams!!
- The FTC cautions students to look for tell tale lines:
  - "The scholarship is guaranteed or your money back."
  - "I just need your credit card or bank account number to hold this scholarship."
  - "We'll do all the work."
  - "The scholarship will cost some money."
  - "You've been selected by a 'national foundation' to receive a scholarship" or "You're a finalist" in a contest you never entered
- Look into the background of the scholarship to verify that it is from a reputable source.
- Please visit the Federal Trade Commission website below for more information: <http://www.ftc.gov/bcp/edu/microsites/scholarship/index.shtml>
- If you've been victimized by a scholarship scam, contact:
  - The Federal Trade Commission (202-382-4357)

# APPLYING FOR SCHOLARSHIPS

# GENERAL APPLICATION SUGGESTIONS

## START EARLY

- Start looking for scholarships the semester before you need the money
- Pick Up your Application early
- Make sure to start and give yourself enough time to complete all materials
- Start looking for instructors to write letters of recommendation.

## DO RESEARCH

- Look into how each application is judged

## SEND OUT REQUESTS FOR APPLICATIONS AND INFORMATION

- Request applications be sent to your scholarship email or address.
- Request information about the scholarship to prepare your materials.

## TIME MANAGEMENT

- Give yourself time to put together an essay, have it revised, and time to rewrite the essay.
- Give your Instructor time to write your letter of recommendation.
- Give yourself leeway when putting together the application packet so that you are not rushing to turn the application in on the deadline.

## APPLY

- Send in your application early enough that you will not miss the deadline.
- Use a checklist if necessary to ensure your applications are complete



# WHEN APPLYING FOR A SCHOLARSHIP...

- Identify and Meet the sponsor's goals.
  - Read through all the scholarship information watching for details and clues about what the sponsor's formal and informal requirements.
- Be completely honest about your grades, experiences, memberships, qualifications, family finances, and other information.
- Carefully follow instructions.
- Strictly observe deadlines, and even strive to submit your applications early.
- Proofread everything before you send your application in—look out for typos.
- If you have to handwrite the application, BE NEAT!
- Follow directions when asked to write an essay
  - Some sponsors don't ask for a biographical essay, but rather a more academic essay, based on a specific topic.
  - If a sponsor asks for an essay on a specific topic, make sure to research that topic.
  - Use examples and write the paper in correct format – knowledge is more impressive if papers are written in MLA or APA format.
- Make sure to participate in extracurricular activities.
  - Surprisingly, most scholarship committees do not simply choose the student with the highest grade point average (GPA) or SAT score.
  - Instead, most scholarship providers are equally interested in a student's extracurricular activities.
    - Is he involved in his community?
    - Does he have an after-school job?
    - What hobbies does he have?
- The scholarship coordinators are interested in giving the award to the person they consider the most well-rounded student.
- Grades are important, but they are only half the story.
- Therefore, it is to your advantage to participate in extracurricular activities.
- Volunteer at your local library.
- Find a hobby.
- All these activities will help make you stand out to scholarship sponsors.

THE GROSSMONT COLLEGE  
SCHOLARSHIP APPLICATION

# GROSSMONT SCHOLARSHIP APP.

- Do not leave any line blank.
- Make sure to be as specific as possible when writing your major and career goal in.
- List all extra-curricular you are enrolled in at Grossmont College, as some scholarships are dependent on special programs.



**GROSSMONT COLLEGE**  
**FALL 2013 SCHOLARSHIP APPLICATION**  
**DEADLINE: APRIL 22, 2013**

This Grossmont College Scholarship application must be completed by all students wishing to be considered for Fall 2013 campus-based scholarships. This Common Scholarship Application allows you to apply for several different scholarships using one application and submitting one set of application materials. The Grossmont College Scholarship Advisory Committee will review all applications and make awards to students ranking highest in the evaluation process. Available scholarships are both need-based and merit-based and open to all Grossmont College students.

For a list of scholarships offered for Fall 2013 semester go to  
<http://www.grossmont.edu/fa/scholarships/Fall%20Semester%20Scholarships.asp>

**Part I—Personal Information**

Name: \_\_\_\_\_ Student ID Number \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Apt. No. City Zip Code

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Major (Response Required) \_\_\_\_\_ Career Goal: \_\_\_\_\_

Educational Objective:  
 Associate Degree  Transfer Transferring To What College: \_\_\_\_\_

I participate in the following special programs at Grossmont College:

- Grossmont College Nursing
- Clubs on Campus \_\_\_\_\_
- ESL
- DSPS
- EOPS
- Foster Youth/EFFORT
- Grossmont College Athletics \_\_\_\_\_
- Other: \_\_\_\_\_

**Part II—Financial Aid Information**

Have you applied for Financial Aid? Yes \_\_\_ No \_\_\_

If yes, are you receiving Financial Aid? Yes \_\_\_ No \_\_\_

# GROSSMONT SCHOLARSHIP APP. CONT.

- Do not leave any line blank. If they are not applicable, a line or N/A is appropriate.
- List any on or off campus activities including volunteer work from within the past 2 years.
- List any awards or honors you have received within the past 2 years.
- You must attach are a personal essay and a letter of recommendation.
- The personal essay will be explained in more depth later.
- Sign and Date to complete the application.

<b>Part III - College/Community Activities</b>			
College Activities: Please list any campus/community services or volunteer in which you have participated within the last two years. Please include dates and hours.			
Organization/Activity	Date:	Average hours per week	
List any honors or awards you have received. (Indicate the honor/award and the source. They must be in the past 2 years)			
<b>Part IV—Employment</b>			
List any jobs you now hold or have held in the last two years.			
Date Employed	Employer	Position/Title	# of hours/week
<b>Part V—Personal Statement/Essay</b>			
Your personal statement is one of the most important aspects of this application and is equivalent to an interview. Your personal statement should not exceed two pages, and needs to be typed and double-spaced using 12-point type and one-inch margins. Your personal statement will be evaluated on content, organization, grammar and mechanics. Please remember to include your name on your personal statement.			
<input type="checkbox"/> Please tell us about yourself. <input type="checkbox"/> Describe your personal achievements and accomplishments. Explain any obstacles you have overcome in your life and how they have made an impact on your life. <input type="checkbox"/> What is your career goal and why have you chosen this path? <input type="checkbox"/> Any services to the school or community within the last two years <input type="checkbox"/> How will you benefit from scholarship assistance?			
<b>Part VI—Letter of Recommendation</b>			
<input type="checkbox"/> You are required to submit one letter of recommendation to be considered for any Grossmont College scholarships. *A Letter of Recommendation Form is attached and may be duplicated as needed.			
Applications will be evaluated on the following criteria: GPA, compelling personal statement/essay, letter of recommendation and community service.			
I accept that the Grossmont College Scholarship Program attempts to recognize as many qualified and outstanding students as possible. I agree to accept the decision of the selection committee or its designees as final. I authorize the release of my scholarship application, references, and transcript information to any organization or individual involved in the selection of scholarship recipients; and in the event that I am chosen to receive an award, I further authorize the scholarship sponsor and/or the Grossmont-Cuyamaca Community College District to release/publicize my name, the name of the scholarship, and the amount of the award.			
Signed:		Date:	
Please complete the information below along with the attached letter of recommendation form. Applications must be completed and submitted to the Financial Aid Office by Monday, April 22, 2013			

# LETTER OF RECOMMENDATION

- Request this from a professor, boss, or someone who knows you well professionally.
- Request letters of recommendation at least three weeks in advance
- More than one letter of recommendation is encouraged.
  - This page can be copied for more letters for the student.
- Please do not use letters that are more than a year old
- Request new letters of recommendation for important scholarships!

GROSSMONT COLLEGE SCHOLARSHIP PROGRAM LETTER OF RECOMMENDATION FORM					
APPLICANT'S NAME _____			STUDENT ID NUMBER _____		
Thank you for taking the time to provide this letter of recommendation to the Grossmont College Scholarship Selection Committee of the above named applicant.					
1. What is your relationship to the applicant? (Please check)					
<input type="radio"/> Employer / Supervisor					
<input type="radio"/> Grossmont College Faculty					
<input type="radio"/> School / College Support Staff					
2. How long have you known the applicant?					
3. Please give your personal evaluation of the applicant:					
	Excellent	Good	Average	Below Average	Unable to evaluate
Communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Team Building Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivated to Learn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization & Follow-through	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clear Academic Goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Please comment on any exceptional scholastic abilities and/or other accomplishments exhibited by the applicant. (attached additional sheet if necessary)					
_____					
_____					
_____					
5. Are you aware of any obstacles or financial hardships the student has had to overcome?					
_____					
_____					
_____					
Name (Please print): _____					
Last		First		MI	
Signature: _____		Date: _____		Title: _____	

# WRITING A SCHOLARSHIP ESSAY

# WRITING A SCHOLARSHIP ESSAY

## 1. Read & Follow the Directions

- If there are specific questions required, be sure that you address each one clearly.
- Make sure your personal statement is typed and adheres to the guidelines

## 2. Outline your Essay – Brainstorm

- Outlines help provide focus and they structure the essay because they organize your thoughts.
- Highlight Your Major Accomplishments
- Discuss A Particular Difficult Adversity You Overcame
- Consider Your Extracurricular Activities
- Brainstorm before you write!

## 3. Be Personal and Specific

- Share Your Story
- Sponsors want to know who they are giving money to, Not just that the money is needed
- Use examples to personalize your essay and demonstrate the points you want to make.

## 4. Have a Main Point

- State your Thesis right off.
- Reiterate your main point throughout the essay
- Stay on topic
- Restate your main point in your conclusion

## 5. Know Your Audience

- Personal statements will not necessarily be applicable for each application.
- Write an essay that meets the requirements of each organization and scholarship application.

# WRITING A SCHOLARSHIP ESSAY CONT.

## 6. Creativity and Originality Stand Out

## 7. State Your Goals Clearly

- Sponsors are investing in your potential, so inform them of your purpose and your plans

## 8. Give Yourself Enough Time

- Spend the time to write about yourself and strengthen your essay
- Give yourself enough time to edit and make corrections

## 9. Edit and Proofread

- Look for grammar and spelling mistakes, Ensure that the structure and logic flow without being redundant.
- Check the Content to ensure you have a complete essay.
- Have several strong writers read and proofread. Ask someone you trust to review your essay as well. Different perspectives will add to your essay.
- The Grossmont College English Writing Center has writing tutors to assist students.
  - Writing Center is in LRC Room 10-119.

## 10. Reuse your scholarship essays!

- If you can use an essay multiple times, you save yourself time. You can recycle an entire essay and use it over if it applies to the question being asked.
- Use different parts of past personal statements or essays to create entirely new essays. A few paragraphs from old essays with a few new sentences added to them is an entirely new essay.



**SCHOLARSHIP INTERVIEWS & JUDGING  
SCHOLARSHIP APPLICATIONS**

# HOW ARE SCHOLARSHIP APPLICATIONS JUDGED?

## Leadership

- “Good leaders are made not born. “
- Leadership within work, community, or school is an effective way of pushing yourself above the rest when applying for a scholarship.
- If you have leadership experience or activities emphasize them.

## Academics

- GPA, Attendance, and attitude about school all affect academics

## Special Circumstances

- Include Special Circumstances in your essays. Special Circumstances are things that you have overcome
- Hardships, Disabilities
- Special Circumstances are things that made you into who you are.
- They make you stand out from the crowd.
- Touch on special circumstances, But do not make your whole essay about your special circumstances.
- Explain how they made you who you are.

## Community Service

- Any service you provide without monetary or academic compensation.
- Neighborhood Association
- School Volunteer
- Tutoring
- Campus Participation
- Church
- Verification may be required

## Recommendations

- Ask a professor, boss, or someone who knows you well.
- More than one letter of recommendation is encouraged.
- It is not suggested to use letters that are more than a year old

## Creativity

- Make your application unique and interesting.
- The goal is to make your application stand out from others.
- Creativity will do enhance the uniqueness!

# SCHOLARSHIP INTERVIEWS

- The interview is one of the most nerve-wracking aspects of applying for scholarships.
- Most will not require an interview, but some will.
  - If you have reached the interview process, then you should know that you are a strong contender to win the award. The judges were impressed enough with your resume, essay, transcript, and letters of recommendation to take the time to interview you.
- Prepare for the interview with these basic questions:
  - Name your strengths and weaknesses
  - What are your long-term goals?
  - What would you do with the money?
  - Who do you admire the most and why?
  - What do you want to do after college?
- Judges will ask you questions about yourself, so you should be able to articulate your answers quickly during the interview.
- The day of your interview, plan to arrive at least 15 minutes early. There might be traffic or some other issue that will delay you, so plan accordingly.
  - Lay out your outfit the night before so that you can quickly get dressed and out the door.
  - A "business casual" outfit might be sufficient. For boys, that means a button-down shirt, belt, dress shoes, and slacks. Women should wear a button-down blouse and dress pants or a skirt. Your outfit should be conservative enough to wear to a church. Avoid wearing jewelry, unless it is a simple pair of earrings or a watch.
- Head to the bathroom before you walk in to your interview
  - Check your hair and outfit.
  - Spray some breath freshener in your mouth if you need it.
- Take a deep breath, gather up your documents, and head into the interview with a smile.

# A FEW LAST MINUTE TIPS

# WHAT NOT TO DO WHEN APPLYING FOR A SCHOLARSHIP

- **Avoid Sounding Like A Singles Ad**
  - "Hi, my name is Ann and I'm 18 and I'm studying Art History..."
- **Avoid Excessive Use Of Big Words, Foreign Words, Slang, Or Jargon**
  - There is nothing wrong with a few well-placed big words or foreign words, but trying to replace every safety-net with a cordon sanitaire becomes somniferous after a while.
- **Avoid simple writing mistakes and habits**
  - Do not write in ALL CAPITAL LETTERS or all lower case letters.
- **Do Not Start Every Sentence With The Same Word**
  - "And, I want to be a teacher. And, it would be cool to have every summer off."
- **Don't Be A Potty Mouth**
  - Never use curse words ("four letter words"), insulting, derogatory, or abusive language.
- **Remember the effects of Social Media in today's society**
  - Many companies check social media such as Facebook and Twitter. If your actions undermine a scholarship essay, you are likely to be disqualified.

# A FEW LAST MINUTE TIPS

- **Be** completely honest about your grades, experiences, memberships, qualifications, family finances, and other information.
- **Talk** to students who have already won the scholarships you're interested in, and find out what worked for them.
- **Carefully** follow instructions. If the application asks for a 500-word essay, make sure you don't exceed this limit.
- **Strictly** observe deadlines, and even strive to submit your applications early.
- **Only** apply when you meet the scholarship's requirements. If you know you don't, don't apply. It's better to spend time on the scholarships you know you qualify for
- **Proofread** everything before you send—look out for typos.
- **Supplement** your application with personal letters of recommendation.
- **Find** creative ways to present information about yourself.
- **Follow up** with a telephone call to make sure the organization received your application.
- **Remember** to send thank you notes. This small courtesy often has a disproportionately big effect.

# GROSSMONT COLLEGE SCHOLARSHIP WORKSHOP

CONTACT THE SCHOLARSHIP OFFICE IF YOU HAVE  
ANY QUESTIONS OR IF YOU NEED ASSISTANCE  
APPLYING FOR ANY SCHOLARSHIP OPPORTUNITIES.

**SCHOLARSHIP OFFICE**

(619) 644-7136