

## IMHS SCHOLARSHIP APPLICATION GUIDELINES

You will be applying for scholarships using paper applications, as well as “online” applications. Listed below are the steps you will follow. **If, at any time you have a question, please see Mrs. Smith for assistance. Technical computer issues need to be resolved at: support@imschools.org.**

### ***How is the scholarship announced?***

- Each scholarship is announced on the daily bulletin on Power School and the bulletin board located on “C” Floor, as well as the scholarship Instagram page, typically four (4) weeks prior to the application due date. It will be announced once a week thereafter. Seniors who attend the Tech Center or co-op outside the building need to make sure to read the bulletin.

### ***How do I get the scholarship application?***

- After it is announced, you can pick it up from Mrs. Smith in her office. If it is an “online” application, **you must still see Mrs. Smith.** Please don't send a friend or parent to pick it up.

### ***How long do I have to pick up the scholarship application?***

- The deadline for securing an application is ONE-WEEK PRIOR TO THE APPLICATION DUE DATE. **No exceptions will be made.**

### ***How should I fill out the application?***

- If using a paper application, write legibly and NO PENCIL PLEASE! Also, DO NOT attach any other papers to the scholarship application; **use only the scholarship form.**

### ***What is the Personal Essay?***

- Many of the scholarships require the same essay, so you can use it again and again (MLA format). Your essay is your chance to tell the scholarship committee about yourself, your future goals, any hardships that should be considered, a personal experience you want to share, etc. **Caution:** if you are using an “online” application, please put effort into the essay. It is expected to be a few short well-written paragraphs. The Scholarship Bd. of Trustees reads these carefully.

### ***What are letters of recommendation?***

- All scholarships require that you submit a letter of recommendation from a teacher. You have been provided with a Letter of Recommendation Form for the purpose of securing a letter. NOTE: you should secure a letter from a teacher in the area of which you are choosing to study (if you know your area of study); example: accounting or business majors should get a letter from their business instructor; engineering majors should secure a letter from a math or science instructor; art majors from their art instructor, etc. **In most cases ONLY ONE letter will be used, so do not ask several teachers; (two at most).** Teachers usually hand these letters into Mrs. Smith for your file.
- **NOTE:** A request for a letter should not be made later than two (2) weeks prior to the scholarship due date. Please be considerate of the person writing your recommendation by giving them sufficient time to prepare a good letter for you.
- **Community Letters:** Each senior should try to secure one or two community letters from employers, volunteer organizations, church, personnel, family, friends, etc. Please provide a copy to Mrs. Smith.

### ***What is a Transcript Release Form?***

- All seniors applying for scholarships must have this SIGNED form on file with Mrs. Smith. It gives the high school permission to send your grade transcript to outside organizations for scholarship consideration. Seniors under 18 must have a parent signature also.

### ***When do I hand in the scholarship application?***

- If using an “online” application, you will be submitting to Mrs. Smith via online submission. Paper applications will be handed into Mrs. Smith and **ALL MUST BE SUBMITTED ON/OR BEFORE THE DUE DATE.....no exceptions will be made.**

***A completed application consists of: your scholarship application, a letter of recommendation, your personal essay and high school grade transcript. Mrs. Smith will attach the transcript.***