

**Riverview Woman's Club Foundation, Inc. Scholarships**  
**Greater Riverview Chamber of Commerce Dr. Earl Lennard Scholarships**  
**2022 Application Checklist**

**For all Applicants: *Deadline is Friday, March 4, 2022***

- Application completed in Full (typed or neatly handwritten)
- Current Proof of Residency attached
- Essay (personal story) attached
- Copy of Permanent Transcript Summary attached
- Two (2) Letters of Recommendation attached
- If applying for a Needs-Based scholarship, past years' parents' tax return attached

**Step-by-Step Instructions:**

**1. Verification of Family Income:** Fill this out only if you want to be considered for a need-based scholarship, otherwise put N/A in all the blanks.

- a) For Needs-Based Scholarship Applicants: Be sure to include the 1st and 2nd pages of Form 1040 tax returns from both parents if:

- They live together but file separately or They live apart, but both contribute to your support.

- Note that, this is optional, however, you can submit a letter explaining any extenuating circumstances as outlined on the application.

- b) Number of dependents/relationship of dependents - must be filled out if desiring to be considered for needs-based scholarship, otherwise N/A.

**2. Student Finances:** Every applicant must fill out this section. If a question does not apply to you specifically, put N/A in the blank

**3. College Application:** Fill out every line.

4. **References:** Give the name of each reference that supplied you with a letter of recommendation and include their title and/or their relationship to you. Example: Mrs. Jane Doe, History Teacher, 10th grade.

5. **Academic Standing:**

- **Class Rank** (This is found on your transcript summary or your college & career counselor can help you)
- **Un-weighted & weighted GPA** (Can also be found on your transcript summary)
- **Composite ACT Score / Combined SAT Score:** Please include both if you took them. If you didn't and are applying for a Trade School Scholarship just put N/A in the blanks.
- **Dual Enrollment:** Please let us know if you are or have been dual-enrolled at a community college while attending high school.
- **High School Magnet Program:** Please let us know if you are enrolled in a high school magnet program and the program name.

6. **Community Service Hours:** Provide total Community Service hours along with a detail listing of community service provided. Please attach a separate sheet if more room is needed.

7. **Transcript:** Everyone must submit a transcript (provided by guidance counselor).

8. **School Related Academic Activities:** List the school-related academic activity along with role, any awards and years participated. Only fill out those blanks, where applicable to you. If you need additional space, attach a separate sheet of paper.

Example

<u>Activity/Organization</u>	<u>Member, Office/Leadership Position, List Awards</u>	<u>Year(s)</u>
<i>Orchestra</i>	<i>Member</i>	<i>02, 03</i>
<i>National Honor Society</i>	<i>Award</i>	<i>02, 03, 04</i>

9. **School Related Extra-Curricular Activities:** List the school-related extra-curricular activity along with role, any awards and years participated. Only fill out those blanks, where applicable to you. If you need additional space, attach a separate sheet of paper.

Examples:

<u>Activity/Organization</u>	<u>Member, Office/Leadership Position, List Awards</u>	<u>Year(s)</u>
<i>JV Soccer</i>	<i>Member</i>	<i>02, 03</i>
<i>Varsity Soccer</i>	<i>Team Captain</i>	<i>04</i>
<i>Varsity Letter</i>	<i>Award</i>	<i>04</i>

10. **Non-School Related Civic Activities:** List the school-related extra-curricular activity along with role, any awards and years participated. Only fill out those blanks, where applicable to you. If you need additional space, attach a separate sheet of paper. See examples above in sections 8 & 9.

11. **State your plans for enrollment in an accredited College, University or Trade School**

**NOTE:** Everyone must fill this out.

*Example:* I plan to enroll in USF for the fall semester and study business administration and graduate with my bachelor's degree before continuing on to graduate school.

12. **Applicant Essay (Personal Story):** Everyone must submit an essay. Essays or personal story should be 500 words or less.

13. **Verification Statement:** Every applicant must fill out and sign the verification statement. In addition, one parent/guardian or high school counselor must also sign the verification statement.

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