

Riverview Woman's Club Foundation, Inc. Scholarships
Greater Riverview Chamber of Commerce Dr. Earl Lennard Scholarships
2024 Application Checklist

For all Applicants: *Deadline is Wednesday, February 21, 2024*

- 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 Financial Need scholarship, parent/guardian's most recent years' tax return attached

Step-by-Step Instructions:

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

For Financial Need Scholarship Applicants:

- a) Be sure to include the 1st and 2nd pages of each parent/guardian's most recent years' Form 1040 tax return if:
 - They live together but file separately or They live apart, but both contribute to your support.
- b) Note it is **optional**, however, you may submit a letter explaining any extenuating circumstances as outlined on the application.
- c) **Number of dependents** – fill in the number of family dependents based on category Adults/Children/Other.

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. **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>

8. **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.

Example:

<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>

9. **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.

10. **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.

11. **Applicant Essay (Personal Story):** Everyone must submit an essay. Essays or personal story should be 500 words or less. Tell us about yourself and your plans for the future and why the scholarship will be of value to you.

12. **Summary Transcript:** Everyone must submit a summary transcript (provided by guidance counselor).

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.

Note: Incomplete applications cannot be accepted.

Application Deadline: Wednesday, February 21, 2024

Application must be postmarked (in its entirety) or hand-delivered to your HS Career Counselor by the deadline.

NOTE TO CAREER COUNSELORS: If you have not already scheduled a pick up, please contact us by phone: 813-748-7595 or Email: riverviewwomansclub@gmail.com

Mail: Riverview Woman's Club Foundation, Inc., 11705 Boyette Rd, #208, Riverview, Fl. 33569

Phone: Scholarship Chairperson | 813-748-7595

Privacy Notice: Personal information contained in the scholarship application and its attachments will be shredded after a decision is made. A spreadsheet showing name, contact information, scholarship amount and college contact entrusted with the student's scholarship is maintained for record keeping purposes.