

## INSTRUCTIONS FOR RUSH COUNTY COMMUNITY FOUNDATION SCHOLARSHIP PROGRAM APPLICATION

**PLEASE READ AND FOLLOW ALL DIRECTIONS BEFORE STARTING TO COMPLETE YOUR SCHOLARSHIP APPLICATION.**

**All information provided to us is completely confidential, so please make sure to fill out the application completely.**

### **Incomplete applications will not be considered.**

- Please make sure you use the **current** (2012-2013 Scholarship Year) copy of the scholarship application.

#### **Page 1 – Complete all information**

- Make sure you complete your township.
- If you have a college Student ID you must enter it on the application. High school students who receive a scholarship will have to provide us with their Student ID for college at a later date.
- If you do not have a home phone, please give us one of your parent's cell phone numbers.
- Make sure to complete whose tax return you were claimed as an exemption on last year's taxes.
- List everyone living in your household, including yourself.

#### **Page 2**

- You must complete the employment information per the instructions.
- If you are in high school, please put information for high school, if in college please complete the information for high school and college.
- Are you a 21<sup>st</sup> Century Scholar? **COMPLETE - DO NOT LEAVE BLANK.**
- List all scholarships or grants and aid you will be receiving, their value and if they are renewable.
- Fill in all academic information

#### **Page 3**

- List in detail all school activities including offices held, honors and awards at each grade level. There are two sections, if you are a graduating high school senior please complete the high school section; current college student must complete both the high school and college sections.
- List all community activities including offices, honors and awards.
- Describe future goals and plans in detail.

#### **Page 4**

- Financial information must be from a completed 2011 tax form. **Do not use estimated figures.**
- Financial information is very important. Do not leave it blank!
- If a student states on page 2 they have been employed, you must fill out the tax information even if you will not be filing forms with the IRS.
- Please read the information about the FAFSA form. We want the SAR report. Do not wait until the last minute to do the form. If you do, you may not be able to get the report for a few days and you may miss our deadline.

#### **Page 5**

- Please put any extenuating circumstances for the committee to consider.
- Make sure you sign and print your name. It must have a witness who cannot be related to you in any way.

Please put the application packet together in the following order:

1. Cover page for the scholarship you are applying for.
2. 2012-2013 Rush County Community Foundation Scholarship Program Application
3. Letter of acceptance to college (if asked for on the cover page).
4. **Current** letters of recommendation (if asked for on the cover page). All letters must be signed and dated. They cannot be emailed to us.
5. **Current FAFSA form**
6. **Current official transcripts.** We ask that you get one official transcript and make copies of it for all scholarships you are applying for. We will not accept unofficial ones from the internet. It must show credits attempted, credits earned and grades.

If you have any questions, please call the office @765-938-1177 or email [terryv@rushcountyfoundation.org](mailto:terryv@rushcountyfoundation.org).