

DIRECTIONS FOR COMPLETING THE COMMON SCHOLARSHIP APPLICATION

This application is for currently enrolled semester two seniors graduating in 2025 from Capital City High School, Jefferson City High School, and Jefferson City Academic Center.

- All of the scholarships on this list use this one application. (Scholarships on other lists do not use this application.)
- Please read each scholarship requirement carefully. Some require additional information such as an additional essay.
- Located on the CCHS, JCHS, JCAC senior graduation classrooms and in the counseling office
- Questions for CCHS contact Tim Ritter at 659-3125 or tim.ritter@jcschools.us
- Questions for JCHS contact Carrie Welch at 659-3063 or carrie.welch@jcschools.us
- Questions for JCAC contact Cynthia Reichel at 659-2515 or cynthia.reichel@jcschools.us

STEPS TO COMPLETE:

- **Review Scholarship list:** Note: Apply only to the scholarship(s) that you are eligible to receive. Remember to pay close attention to the description of the scholarship. Some scholarships require that additional information be submitted.
- **Complete the Resume Template:**
 - a. **Common Scholarship Resume Template-** It is located in the classroom.
 - b. **Make a copy of the resume and add to your drive.** Do **NOT** change the color, font, or size of this template. It must be **1 page** only.
 - c. Please type the scholarship name or clearly print the scholarship name in the space provided for the scholarship title.
 - d. All resumes, for the purpose of this application, must be uniform. Please include only the information requested on this resume. Scholarship committees are looking for specific information. Leaving out any information could potentially cause you to be disqualified.
 - e. If you have problems accessing, please contact the individuals above for assistance.
- **Essays:** Choose **two** of the three questions to answer. Limit your responses to 250 words each. Please type the topic as your Title for each essay written and also include your name at the top of the page. Choose **2** and place **both** essays on **one** page.
 - #1 Describe how you have demonstrated leadership ability both in and out of school.
 - #2 Pick an experience from your own life and explain how it has influenced your development.
 - #3 How will your study of _____ contribute to your immediate or long range career plans?
- **Financial Need and Scholarship Documentation:** Please complete with your parent's/guardian's assistance. Parents/Guardians **MUST** sign the Financial Need documentation.
- **Schedule:** Please use your portal account to access your schedule. Please print a copy for each scholarship application.
- **Transcript:** Please use your portal account to access your transcript. It must include the first semester of your senior year (seventh semester) prior to printing. **This will be available by January 10, 2025**
- **Submission of scholarship(s):** Please turn in your completed scholarship application(s) to the counseling office.

NOTE: Remember if you are applying for 5 scholarships, then you must have 5 application packets listing the scholarship name at the top of each resume.

Please organize in the following manner:

Starting with the item on top and working towards the last page...Staple each packet

1. Resume
2. Essays
3. Financial Need/Scholarship Documentation
4. Schedule
5. Transcript
6. Any additional information the scholarship might require

Due by 8:40 a.m. on Monday, January 27, 2025
No Late applications will be accepted.