

A STUDENT GUIDE TO CREATING A LEMON BAY HIGH SCHOOL LOCAL SCHOLARSHIP PACKET

LEMON BAY HIGH SCHOOL LOCAL SCHOLARSHIP PACKETS INCLUDE:

- 1) Student **resume'** typed and shared with Mrs. Dailey for editing via **Office365 Onedrive***
- 2) Student **goal statement** typed and shared with Mrs. Dailey for editing via **Office365 Onedrive***
- 3) **Two staff letters** of recommendation
- 4) **One community letter** of recommendation

***The link for Office365 can be found at lemonbayhigh.com under QUICK LINKS.**

LEMON BAY HIGH SCHOOL LOCAL SCHOLARSHIP PROCEDURE:

- ✓ Mrs. Dailey edits each resume' and goal statement and sends a confirmation email with instructions to the student to share the edited resume' (via Office365 Onedrive) with staff members who have agreed to write letters of recommendation on the student's behalf. The student hand-delivers or emails a resume' to the community person who has agreed to write a letter of recommendation.
- ✓ Mrs. Dailey prints a copy of each resume' and goal statement to include in the student's scholarship packet. Students sign their goal statements. Both documents are kept on file.
- ✓ Students receive and complete a 2-page paper scholarship application, submit it to Mrs. Dailey and enter the data into the local scholarship database in the Career Resource Center. This becomes pages 1 and 2 of the local scholarship packet and is added to the student's file.
- ✓ Students collect their letters of recommendation and submit them to Mrs. Dailey. The letters are added to the student's file.
- ✓ From January-early April, Mrs. Dailey distributes copies of completed scholarship packets to local committees that review packets and select scholarship recipients.

STUDENTS ARE AWARDED SCHOLARSHIPS THEY HAVE RECEIVED

AT SENIOR AWARDS NIGHT IN MAY.