



10 TIPS FOR SUCCESSFUL SCHOLARSHIP AND AWARDS APPLICATIONS

1. Spelling and grammar do count! Be sure to check your document and essays carefully for errors.
2. When referring to an individual, such as an instructor, clinician, coach, speaker for an educational event you attended, etc., be sure to spell the individual's name correctly!
3. All forms and essays should be typed or entered electronically.
4. When essay answers to specified questions are requested, be sure that your essay answers the question(s) asked!
5. Use standard 8 ½ x 11 inch paper that can be accommodated by a standard scanner.
6. Read the instructions carefully and follow them "to a T"! Make sure that everything requested for submission is submitted.
7. If references are required for submission, it is your responsibility to follow up and check whether the person you asked to supply the reference has done so before the deadline. References should be typed.
8. All information included in a resume must be accurate and verifiable.
9. Be sure that your contact information (e-mail, phone, address) is accurate and up-to-date. Don't necessarily rely on the organization's membership database; the information contained therein may reflect your contact information from the previous year when you renewed your membership, but may not reflect a recent change.
10. If you are required to submit a photo, electronic submission of a high resolution jpg is recommended.

