

# SCHOLARSHIP NOTEBOOK INSTRUCTIONS

*Congratulations seniors on making it to your graduating year! For those of you that are looking to continue your education beyond high school, the Scholarship Notebook is a great tool to get your education funded! Below are some basic instructions on what you'll need to include in your notebooks.*

## To Begin You Will Need

- **A Computer** with internet access
  - ◆ A PAHS issued Chromebook is all you need to complete 100% of the notebook
  - ◆ Any other computer with access to Google Classroom and Google Drive will also work
- Access to **Google Classroom**
  - Enter Class Code **wwimf26**

## Scholarship Notebooks Will Include

- Front: **Cover Page**
- Page 1: **Table of Contents**
- Pages 2-3: **Personal Data Sheet**
- Page 4: **Transcript**
- Page 5: **SAT or ACT or Other Test Scores (Optional)**
- Pages 6-7: **Statement of Purpose**
- Pages 8-10: **Three letters of recommendation**
- Pages 11-20: **Awards, Clippings, Certificates, Recognitions, Hobbies, etc.**

## To Finalize and Submit you Must

- Submit a **Release** that will allow us to include your name and scholarships you win in the newspaper
- Send/upload a **Headshot** (*photograph*) of yourself for a PowerPoint presentation
- A **Response** to the following questions (*in 20 words or less*):

*"What would be the title of a book written about your life?  
Why would that be the title?"*

# STEP-BY-STEP GUIDE

## Page One: Table of Contents

At the beginning of your notebook you will need a Table of Contents, however, despite appearing first in the notebook, it will be one of the last things you complete before submitting so that you know for sure which page each section begins on.

There are ways to get Google Docs or Word to automatically create a Table of Contents, but you can do it manually (*meaning you will type it up yourself*) if you are not familiar enough with the programs to have it create one for you.

**“Why Do I Have to Include This?”** The Table of Contents makes your notebooks present as more professional as well as gives the donors a way to quickly find information within your notebook.

## Page Two thru Three: Personal Data Sheet

The Personal Data Sheet (*found in Google Classroom*) will include information about yourself. It will ask for a photo, your name, address, phone number, parents/guardians occupations, your Elementary and Middle School, and it will have you provide information about activities and academics at Port Angeles High School.

**“Why Do I Have to Include This?”** You may find this part overwhelming at first or wonder why we ask for you to tell us all of this stuff. This information is important to scholarship foundations as it helps them to know who is eligible for their scholarships. They are not searching for a specific type of student or for one thing, there are many, many, many factors that go into making a decision about who to give a scholarship to and they are simply trying to match their funds with the students who can most benefit from them.

## Page Four: Transcript

Your Transcript is just a short (*usually only one page*) summary of your classes and grades. You may get a transcript from your counselor at any time throughout the year.

For the notebook you do not need an “Official” transcript for your notebook. The “Unofficial” transcript from the counselor’s office is sufficient for the scholarship notebook. “Official” transcripts are what are needed to send directly to colleges and universities in sealed envelopes, or direct uploads from your school (*if you do have a need for an official transcript you can request one through the main office at PAHS*). The unofficial version will have the exact same information, though, so you’ll be able to scan and upload it to your notebook.

**“Why Do I Have to Include This?”** In addition to using it to verify your GPA, scholarship donors like to see what courses you’ve taken, how you have progressed throughout your high school career, and to make sure that you are on track to graduate and become enrolled in secondary education.

## Page Five: SAT/ACT (Optional)

Because many Universities and colleges no longer require SAT or ACT scores, we have made this section optional. Some donors may still require test scores to be considered, but many no longer ask to see the scores. You will need to save your **test results** from these tests and upload them to Google Drive as a PDF file so you can add them to your final notebook.

**“Why Do I Have to Include This?”** Some colleges and universities still require these tests for admission, so scholarship donors want to make sure you have successfully completed these tests before distributing money.

If you took these tests and scored highly, you will likely still want to include a copy of the results in your notebook. If you do not have many other activities or extra-curricular, these tests can still help you to stand out in some donors eyes.

## Page Six thru Seven: Statement of Purpose

A Statement of Purpose is actually a lot like a **Personal Statement** that you will be writing for college admission. This is an essay about yourself – who you are, what you have done and accomplished in high school, your future goals or career plans, how you plan to finance your education, and the name and a little bit about someone who encouraged you to pursue your education beyond high school.

**“Why Do I Have to Include This?”** Scholarship donors want to know who you are as a person. They want to know what inspires you. They want to know what you want to do after college. They want to see what struggles you’ve had and how you’ve overcome them, or how going to college will help you to overcome them. This is a document that will reflect on who you are as well as helping to create a map to navigate a course for where you wish to find yourself in the future.

Make sure to take some time to think about your circumstances and challenges you’ve faced as you’ve progressed through school. If you are helping to raise younger siblings, working many hours a week, or dealing with a difficult situation at home your potential donors want to know this about you, so this is the time to share as it can really help to bring your personal story to the forefront of why you are pursuing higher education.

## Page Eight thru Ten: Three (3) Letters of Recommendation

You will need One (1) letter from a present or former teacher in addition to Two (2) letters from other important adults in your life (*one letter from each, not two from any one*):

**Examples of who you may ask for letters include, but are not limited to:**

- Counselor
- Coach
- Neighbor
- Clergy or Member of a religious denomination of which you are a part
- Family Friend
- Club Advisor
- Or other important adult figures in your life that have encouraged you or supported you in some way

**“Why Do I Have to Include This?”** Letters of Recommendation are important as they present you in a slightly different light than you can present yourself. They are positive portrayals of you, your strengths, your goals, and your life that can help to shape the narrative around who you are and what type of life you want. This gives scholarship donors the chance to understand what motivates you and who will be there to support you as you continue your journey past your primary (high school) education and into your secondary (college) education.

*When requesting a letter of recommendation from a teacher be sure to:*

1. Fill the **Student Information Worksheet** (*see Page 8 of this document*) as completely as possible
2. Make copies of the worksheet and attach them to your requests for letters
3. Teachers need to have requests made **at least** fourteen (**14**) days in advance in order to have time to complete the letter
4. If you will not be able to pick up the letter you must give the teacher a self-addressed stamped envelope so they can return it to you
5. After it has been received write a short **Thank You** note to express your gratitude for their support and time in writing the letter

## **Page Eleven thru Twenty: Awards, Certificates, Interests, and More**

This is potentially the longest section of your notebook as it may be up to ten (10) pages long. You will be filling it with photos or scans of certificates you’ve earned, awards you’ve won, photos of your interests, hobbies, or other activities. If you have them you will want to include varsity letters, athletic competition trophies or medals, and other sport or extra-circular participation. You may include photos of yourself volunteering, working on community events, helping out a religious institution, or even less formal hobbies like hiking and camping, crafting, artistic pursuits, etc.

**“Why Do I Have to Include This?”** The obvious reason is to show off your awards and accomplishments. Showing evidence that you have been active in your community both in school and out of school can be a great boost to the amount of scholarships you may receive or are eligible for. Showing that you love the outdoors or have a passionate hobby can also lead to

extra scholarships because the donors and foundations may be looking for people who share your interests.

This is also a chance to show why you may not have participated as much directly with school or volunteering. If you have had to work through most of high school, or have moved around a lot, or have younger siblings to watch, or anything else that makes it more difficult for you to participate in these sort of activities. Yet everyone spends their time doing *something* so highlight the good things you do in your life. Scholarship donors understand that not everyone is going to be able to participate in sports and a variety of community events, but they do want to know who you are and what you are doing to help your friends, family, or even just what you've been doing just to make it through high school.

## Tips and Suggestions

### Make Your Notebook Focused

It is normal to be about ready to graduate from high school and to not know with too much certainty what you want to do after college. However, we have found that by choosing a possible direction and staying focused on that you will have more success at obtaining scholarships.

**For example:** if you are debating between being a doctor, a firefighter, a reporter, or a chef simply pick one to focus on for your notebook.

No one will hold it against you if you change your mind, your career focus, your major, or anything else as you progress through life. But it helps to present a focus and a pathway towards achieving that goal when pursuing scholarships. Make sure to review and select a major that will help you achieve that stated goal as well (i.e. if you are considering going into the medical career you could state that your intended major will be biology, health, pre-med, et cetera).

Do not write that your major is Undecided as some scholarships are for specific majors or fields. You can always choose to change your major later, but having a specific and focused direction in mind will be incredibly helpful for completing your notebooks.

### Give Your Letter Writers as Much Time as Possible

We said above that teachers will need *at least* two weeks to get the letters back to you. The sooner you ask for the letters the better as they may get dozens of requests for letters from other students completing their notebooks. If you wait till the last minute even a teacher that wants to write the letter because they think you are the greatest student on the planet may not be able to get a full letter back to you in time.

### Proofread, Edit, and Check Spelling

Then have someone else proofread, edit, and check spelling. You may go to the counseling office or the College Success Foundation (CSF) office to ask for someone to help edit and proof your notebook before submission. Parents, Guardians, Older Siblings, Teachers, Coaches, and other adults in your life

may be able to help you edit as well. The final notebook should be highly polished and free of grammar, spelling, or typographical errors. If you are not sure if something is right ask someone for a fresh set of eyes. It never hurts and it could catch some minor, or even major, mistakes before you submit the full notebook.

## Ask For Help

Is something not making sense to you? Are you unsure what to include? Worried about asking for letters of recommendation? These and many other questions or concerns may arise while you are working on your scholarship notebook. It is completely normal to need a little help with these notebooks, so go ahead and come into the CSF or Counseling office and ask for help or advice. We are here to help you and to make it as easy and straightforward as possible to complete these notebooks.

## Give Yourself Time

There are so many different components to this project that you will not want to wait till a few weeks before it is due before you really begin working on it. Once you get started you may find that most aspects of it are not going to take too much time, but having a final, polished, and ready to present notebook is going to take longer than you think it will. Starting early will reduce your stress and help you finish well before the deadline.

## Say ‘Thank You’

It is very important to write a short note of appreciation for anyone that wrote you a letter of recommendation. It is also important to send a thank you to other people in your life that helped you compile these notebooks. They do not need to be long, just a short personal message to let them know that their help and support is important to you and that you are grateful for their help.

## And Try Not to Stress

This may seem overwhelming at first, but you’ve got this! Once you get started you’ll find it isn’t as daunting, stressful, or intense as you may think it is going to be. It is a fair amount of work, but over 95% of students that finish their notebooks get at least one scholarship. There will be plenty of information, workshops, and helpful people around to get that notebook complete so take some deep breaths and realize that none of this is beyond what you are capable of completing.

For Any Scholarship Notebook Questions please Contact:

Mr. Moore (360) 565-1562

E-mail: [mmoore@portangelesschools.org](mailto:mmoore@portangelesschools.org)

Ms. Dusenko (360) 565-1590

E-mail: [adusenko@portangelesschools.org](mailto:adusenko@portangelesschools.org)



## STUDENT INFORMATION WORK SHEET

NAME: _____	GPA: _____	DATE: _____
ADDRESS: _____		
PHONE NUMBER: _____		

<i>Future Goals and Plans for your college or other post High School education / training:</i>
<i>List advanced or honors courses</i>
<i>Honors and/or Awards received</i>
<i>Special interests, hobbies, talents</i>
<i>Clubs and service organizations in High School</i>
<i>Non-School activities (church, community, employment, travel, volunteering etc.)</i>
<i>Student Government / athletics</i>