



## **SCHOLARSHIP NOTEBOOKS 2025**

# **STUDENT GUIDE**

Welcome to the 2025 Scholarship Notebook season! PAHS students have been sharing their stories, dreams, plans, and successes with our community for over 60 years. If you choose to participate, you'll be asked to create a digital scrapbook using a Google Slides template, as well as answer a survey of approximately 50 questions. Scholarship Notebooks and survey data are distributed to potential donors in the community, allowing everyone to find the perfect match for their awards.

Our donors represent a wide array of the community and offer scholarships that represent their mission, business, group activity, and career field. Each group will have their own selection process. Your contributions will give our donors the information they need to select their candidates.

## **SHOULD I MAKE A SCHOLARSHIP NOTEBOOK?**

If you plan to continue your education beyond high school, completing a Scholarship Notebook is a great tool to help fund your future plans. Eligible students should be planning to attend an accredited university, college, or trade school/program.

Last year, over 85% of students who submitted a Scholarship Notebook received an award from our community of donors. While we cannot guarantee that you will receive a scholarship for your efforts, the community makes great effort to help as many students as possible. As the season progresses, we let the representatives know which students have not yet received a scholarship. Each year we continue to grow the program and seek out new donors and scholarships.

At the back of this guide, you will find a list of last year's awarded scholarships and a summary of what they represent. Scholarship offerings and requirements are subject to change, but you can use this information to give you an idea of which scholarships you may qualify for.

### **Timeline of Events**

- Letter of Recommendation Requests DUE - Friday, December 20<sup>th</sup>
- Transcripts Available – Approximately January 31<sup>st</sup>
- Scholarship Notebooks DUE - Monday, February 17<sup>th</sup> at 11:59 pm
- Awards Night Survey DUE - Monday, May 5<sup>th</sup>
- Scholarship Awards Night – Wednesday, May 21<sup>st</sup> at 6:00 pm
- Thank You Cards DUE - Thursday, May 29<sup>th</sup>

The time you put into creating your notebook can vary, depending on how organized and prepared you are. Most students can plan for 6-12 hours of work spread out over a few months.

For the survey, you can fill out the worksheet at the end of this guide. We have listed the questions so you can be prepared to fill out the survey. This will be submitted when you're ready to turn in your final Scholarship Notebook.

### **Your notebook will consist of the following sections:**

1. Cover Page
2. Table of Contents
3. Personal Information
4. Statement of Purpose
5. Awards, Achievements, Test Scores, and More!
6. Letters of Recommendation
7. Transcripts

## **TEMPLATE**

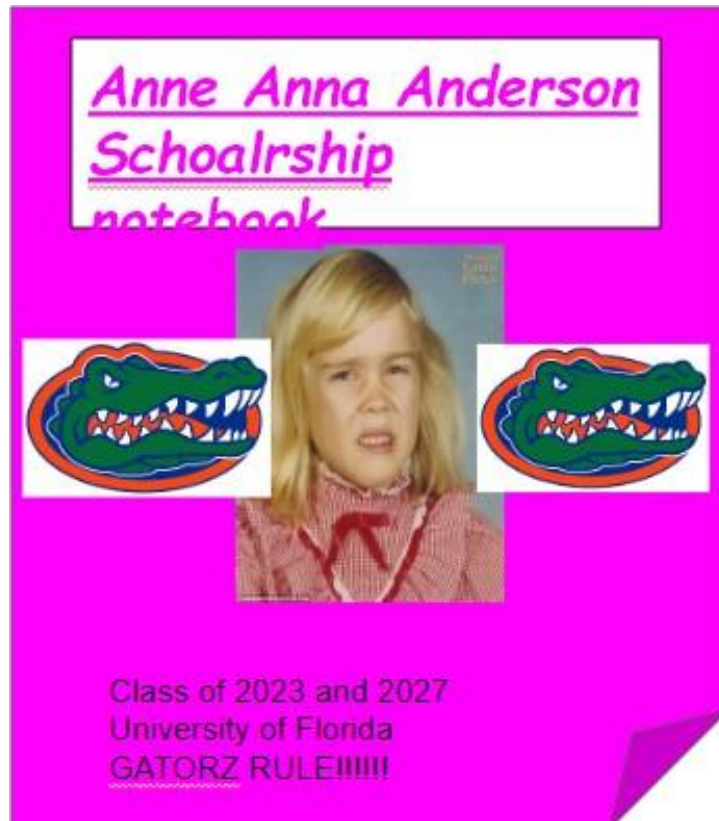
We have created a template in Google Slides for you to use. Please refer to the Scholarship Notebook Google Classroom for a link to this document. Your final submission must be easy to read, informative, accurate, and consistent. Donors are anticipating the use of the template, as it was created with their needs in mind.

### **1 - COVER PAGE**

This is the first page your donors will see, so it's wise to make a good impression!

Let's take a look at what makes up a good Cover Page, and what to avoid.

# WHAT NOT TO DO!



- Brightly colored background
- Old, poor quality picture
- Difficult to read
- Unnecessary information
- Incorrect information
- Poor formatting
- Misspelled words

# A SIMPLE DESIGN

Anna Anderson



Scholarship Notebook

*Class of 2025*

- Clean background
- Better quality picture
- Relevant picture
- Easy to read
- Professional

## 2 - TABLE OF CONTENTS

This page will be one of the last you change. Once you've completed all pages in the template, you will simply need to change the page numbers (if necessary.) Double-check the page numbers at the bottom of each page to make sure everything is accurate.

## 3 - PERSONAL INFORMATION

This is one of the most important parts of your Scholarship Notebook. For many donors, this section will be how they select their final recipients. Take your time to ensure that everything is accurate and easy to read.

Following the template, you will be including the following information:

- Contact Information
  - Use info that will still be correct once you've left PAHS. Personal email address, parent's phone number or your cell phone, etc...
- Family Information
  - You can add additional lines for parents and grandparents as needed. Some scholarships are awarded to the children/grandchildren of certain workplaces and organizations.
  - Organizations can be anything your family is involved in such as Rotary, the Elks Lodge, a local grange, or a union.
  - If you have any siblings in college, make sure to note this.
- GPA
  - This will be on your transcript – see next section for details
- Education
  - Schools and years attended
- High School Activities
  - Include any clubs, sports, special events, TA positions, etc...
- Community Activities
  - Include any volunteer activities, community events, sports outside of PAHS, etc...
- Awards and Honors
  - If you have any pictures or scans included later in your notebook, make sure they are listed here
- College Plans
  - You may include a few choices if you are still undecided on where you are going and what you will study. Avoid using the term "undecided".

## 4 - STATEMENT OF PURPOSE

A statement of purpose, or personal statement, is a type of essay written by an applicant and often used when applying to college, university, or graduate school.

For Scholarship Notebooks, your statement of purpose is an opportunity to tell your story. Donors are passionate about our community, and they want to know how they can make a difference in your life. Your essay should be broken into a few paragraphs and should be no longer than one page.

When writing your essay, you'll want to address the following questions:

- Who are you, and what career are you pursuing?
- Why are you going into your chosen career field? What motivates you?
- Where do you want to go and why?
- What obstacles stand in your way?
- How would these scholarships affect your ability to attend college?

## 5 - AWARDS, CERTIFICATES, SAT SCORES, AND MORE

This will be your final section of the Google Slides template. In essence, this is a digital scrapbook showcasing personal items such as:

- Awards
- Certificates
- Newspaper clippings
- Photos (Sports, hobbies, work, volunteering, clubs, etc....)
- SAT scores (Optional – great to include if you're proud of your score)

This section is a space where you can customize and use colored backgrounds, art, different fonts, etc.... While in other sections it's important to use the template, this section is left to your imagination. We suggest that you still maintain a simple, streamlined look on these pages. If you are going to be pursuing an education/career in design, this is a perfect opportunity to showcase your skills!

If you have any full-page items such as SAT/ASVAB scores, you should add these in when you create your final .pdf. These should go between your Google Slide template and your Letter of Recommendation.

## **6 - LETTERS OF RECOMMENDATION**

You will need to include three letters of recommendation in your notebook. Ideally, these will come from one teacher and two community members. It is absolutely acceptable to have two or even all three letters from teachers or other staff members who have gotten to know you.

Community members can include coaches, church leaders, your work manager, a leader from somewhere you volunteered, etc....

Scan these items and save them as a .pdf. in your Google Drive.

## **7 - TRANSCRIPT**

Your transcript will be available approximately a week after the semester ends. This means that you'll only have a small window of time to add it to your notebook before the due date.

You can expect a .pdf copy of your transcript to be sent to your school email address. Make sure you've joined us in the Google Classroom – we will keep you updated on availability there and will create transcript .pdfs based on the class list. Upload your transcript to your Google Drive.

## **FINISHED PRODUCT**

Once you have completed each section, we suggest you find someone who can proofread and give you some feedback. You can always come by the Counseling office or the College Success Foundation for assistance. We're happy to help!

Your finished product must be saved as a .pdf. Save it in your school Google Drive, and make sure you also have your additional .pdfs ready. You may have additional pages for your awards/achievements/etc..., your three Letters of Recommendation, and your transcript.

To combine your items into your final product, we suggest using [ilovepdf.com](https://www.ilovepdf.com).

1. On the top banner, click on "Merge PDF".
2. Click on the red button with the Google Drive symbol.
3. Select your saved template.
4. Click on the red button with a "+" symbol to add additional files.
5. The icons can be rearranged if needed. Drag them into place to make sure the order matches your Table of Contents.
6. Finally, click the red button in the bottom right that says "Merge PDF".

Finally, follow the link in the Google Classroom to complete the survey and submit your notebook. We will make an announcement once it's available.

# GOOGLE SURVEY

So far, the focus has been on the digital scrapbook. While historically this has been the center of the program, the data you'll enter in the Google Forms survey is just as important – perhaps more so! This information will create a database used to determine which students qualify for each scholarship and will help donors determine their recipients. Donors need to limit the number of notebooks they review. The information in the survey can help them determine which students best meet the qualifications.

It's critical that your information is accurate and matches what you've written in your notebook. Donors need to be able to trust you and the information that you've provided.

At the end of this guide you'll find a worksheet for the survey. Use this to make sure you have all the information you need ahead of time. We suggest having a printed copy on hand when you complete the survey.

Once you have answered the final question, you will be prompted to upload your completed Scholarship Notebook.

# FINAL THOUGHTS

While we do our best to assist every student, we can't guarantee that everyone will receive an award. The role of Port Angeles School District staff is to facilitate the award processes used by scholarship donors in the community.

Donor organizations or individuals have sole discretion in awarding their scholarships based on their own criteria. PAHS is notified by the donor of their selected recipients so that they can be recognized at the PAHS scholarship ceremony.

# CONTACT INFORMATION

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