

SCHOLARSHIP APPLICATION PACKET

IMPORTANT

This packet should contain the following:

- This IMPORTANT notice sheet.....Revision 16 September 18, 2015
- Scholarship Application Requirements.....Revision 16 September 18, 2015
- Scholarship Application Form (6 Pages)Revision 16 September 18, 2015
- Teacher Request for Letter of RecommendationRevision 16 September 18, 2015
- Sample Scholarship Acknowledgement LetterRevision 16 September 18, 2015
- Sample Application Form To Receive MoneyRevision 16 September 18, 2015

Be sure you are using the latest version of the application forms.

If any of the above is missing or not the correct revision, be sure to get them first!

Be sure you study the entire form and carefully note all requirements and instructions.

Especially note that...

You cannot substitute the supplied forms with your own. Substitutes will not be accepted.

Official forms are available as a hard copy (part of this packet). Applications are available on the county Web Site <http://www.waukeshacounty.gov/UWex/4H/scholarships/>

Acceptable methods are:

- 1) If you use a computer with the form from the website, you will need to have Microsoft WORD 97 or later. Previous versions (ex. WORD 95) do not support the formatting used in the form.

If your computer is not capable of using the WORD 97 file, you can...

- 2) Enter the text on your computer using the correct font size and adjust the left and right margins to 1.00" and 0.75" inches respectively. Insert the form, or a copy of it, into your printer. Advance the paper to the first line of the appropriate box and print. The text will print inside the boxes.
- 3) It may be easier to print on a plain piece of paper. With the line length or margins set to the width of the box, print the text on a plain piece of paper and then cut and paste it onto the form, or a copy of it.

If you do not have access to a computer or cannot get the above methods to work, you can...

- 4) Use a typewriter. You must type on the form, or a copy of it.
- 5) You can hand **print**. You must print neatly in black ink on the form, or a copy of it.

Note: Be sure to assemble the complete "Packet" as instructed.

If you have any questions call Mary Hiemke, Awards Scholarship Chairperson (920) 474-4589 or E-mail at hiemkem@gmail.com.

Best wishes,
Awards – Scholarship Committee