



BEECH SCHOLARSHIP FUND

HIGH SCHOOL AND COLLEGE APPLICATION CHECKLIST

PLEASE REVIEW BEFORE SUBMITTING SCHOLARSHIP APPLICATION

Note: It is the responsibility of each applicant to submit all required information and documents. It is not possible for our office to request missing information, so be sure to submit all required documents. To help us, and yourself, please review the checklist carefully. The Beech Scholarship Fund reserves the right to withdraw, without notice, any application that is not complete.

- Signed and completed Beech Scholarship Fund application (high school or college/university).
- Official high school transcript. Transcript should be sealed and issued directly from the high school or testing center.
- Official college/university transcripts or current grades required from current college or university.
- SAT/ACT test scores if taken (high school).
- 1,000-word typewritten essay, double-spaced, using Times New Roman 12 font (**no two-sided essay's**).
- Copy of state issued photo identification card or passport and school ID (ID must be valid).
- Copy of acceptance letter from attending college or university for the upcoming semester (high school).
- Two signed recommendation letters (must be signed, dated, and not more than 2-years old).

ESSAY

The Scholarship committee wants to know about you and why you are a good candidate, so your essay is your chance to make yourself stand out and to highlight your attributes for why you deserve a scholarship from the Beech Scholarship Fund. Make sure you personalize your essay towards the scholarship you are applying for because the evaluators will know if you are giving them a generic essay.

Double check you are sending essay to the right place to avoid an embarrassing mix-up! Get your essay done early and make sure to have another pair of eyes look at your essay, preferably your teachers and ask for some notes before you send it, so you can avoid any spelling or grammatical mistakes that you did not catch during your proofreading round.

LETTERS OF RECOMMENDATION

Try to obtain letters from two trusted people. Ask a teacher who knows you and your achievements well, a supervisor at a job or volunteer position, a coach, or a professional whom you know quite well (do not use family members). Supply the two people that you ask with a "brag sheet" where you list your accomplishments and why you are a fit for the said scholarship. Give them at least a month to write your letter, so they have time to think about what to say, and you have time to make sure that they finish before the deadline.

The Scholarship Application form, including the typewritten essay, signed recommendation letters, and transcripts must be submitted in person by **April 5, 2019 at 3:00pm** or mailed and postmarked by **April 5**, to be considered.

ELECTRONIC OR TWO-SIDED DOCUMENTS WILL NOT BE ACCEPTED.