

2021 Riverview Woman's Club Foundation Scholarship Application Checklist **For all Applicants: Deadline is Monday, March 1, 2021**

- Application completed in Full
- Current Photo attached
- Current Proof of Residency attached
- Essay (personal story) attached
- Copy of Permanent Transcript Summary attached
- (2) Letters of Recommendation attached
- If applying for a Needs-Based scholarship, parents 2020 or latest tax return attached

Step-by-Step Instructions:

1. **College Application:** Fill out every line.

2. **References:** Give the name of each reference that supplied you with a letter of recommendation and include their title and/or their relationship to you. Example: Mrs. Jane Doe, History Teacher, 10th grade.

3. **Academic Standing:**

a. Class Rank (This is found on your transcript summary or your college & career counselor can help you.)

b. Un-weighted & weighted GPA (Can also be found on your transcript summary)

c. Composite ACT Score / Combined SAT Score: Please include both if you took them. If you didn't and are applying for a Trade School Scholarship just put N/A in the blanks.

4. **Verification of Family Income:** Fill this out only if you want to be considered for a need-based scholarship, otherwise, enter N/A in all the blanks.

a. For Needs-Based Scholarship Applicants: Be sure to include the 1st and 2nd pages of Form 1040 tax returns from both parents if they live together but file separately OR if they live apart but both contribute to your support. *Note that, this is optional, however, you can submit a letter explaining any extenuating circumstances as outlined on the application.*

b. Number of dependents/relationship of dependents: must be filled out if you want to be considered for needs-based scholarship, otherwise write in N/A.

5. **Student Finances:** Every applicant must fill out this section. If a question does not apply to you specifically, put N/A in the blank.

6. **School Related Academic Activities**

7. **School Related Extra-Curricular Activities**

8. **Community Service Hours**

9. Non-School Related Civic Activities: Only fill out those blanks that are applicable to you. If you need additional space, attach a separate sheet of paper.

10. State your plans for enrollment in an accredited Florida College, University or trade school.

Everyone must fill this out! *Example:* I plan to enroll in USF for the fall semester and study business administration and graduate with my bachelor's degree before continuing on to graduate school.

11. Applicant Essay (Personal Story): Everyone must submit an essay. Essays or personal story should be 500 words or less.

12. Permanent Transcript Summary: Everyone must submit a permanent transcript summary.

13. Verification Statement: Every applicant and one of his/her parents must fill out and sign the verification statement.

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