

Below is a detailed checklist to help you submit a complete application package. Please note it is important that you only put your name on page 1 of the application. Anyone writing a letter of reference/recommendation should only refer to the applicant using pronouns such as she, her, he, him etc.

- \_\_\_\_\_ Important Information page with school information (Incoming Freshman Only-if you cannot complete until a school has been selected please indicate in your package)
- \_\_\_\_\_ Page 1 of application – Applicant Identification- (1 copy)
- \_\_\_\_\_ Page 2, 3, and 4 of application- Applicant History, Need for Scholarship, Club Reference- (3 copies)
- \_\_\_\_\_ Essay – 100 to 500 typewritten – “How this Scholarship could/would change my life” (3 copies)
- \_\_\_\_\_ Letter of Personal Reference (must a non-family member and reside outside of your household) (3 copies)
- \_\_\_\_\_ Most recent educational transcripts\* (3 copies)
- \_\_\_\_\_ Recent Photo of Applicant

\*Note, if you are apply for a scholarship to be used for Continuing Education and transcripts are not available, please substitute with a current or recent work reference.

It is extremely important for you to complete everything on the checklist and send it by the March 15<sup>th</sup> deadline. Late or incomplete packages will not be accepted.

Deadlines/Dates to Remember:

March 15 – Postmark deadline for complete application packets to be mailed to the scholarship chair. It is the applicant’s responsibility to confirm the arrival of your packet.

April – Scholarship Committee will review and have applications scored

May- Scholarship Recipient(s) will be selected and announced once Mid-Term is held

November – Official Ceremony will take place at the NCMOM Convention

**Sandy Northrup**

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