

**Central Arkansas Alumnae Chapter
Dorisene Wallace-Hill Scholarship
Application Suggested Timeline**

December 1-19, 2018

Thoroughly read through the entire application packet. If you have questions, ask an adult for help. *(refer to the checklist for items needed to turn in)*

Designate a **folder** to collect all scholarship documents that you will need during the application process.

Ask a high school teacher or counselor **and** a community service leader to write you a letter of recommendation. **You will need 2 letters.** Give them a deadline to return the letter to you.

If you have not applied for school, you need to apply. If you have not received a letter of acceptance from a college or university yet, make contact with the college/university that you plan to attend. *(acceptable forms of documentation include a letter of acceptance or an email welcoming you to the school as a student)*

Begin brainstorming ideas for the essay question. Write down these ideas and place in a **folder**.

Find someone with a good language arts background (English teacher, relative, church member...an adult) to edit your essay for you.

December 20-31, 2018

Select an **appropriate picture** to submit with the application.

Place it in the **folder**.

If you have it, place **college/university acceptance letter** in the **folder**.

Using your brainstormed ideas from last week, begin writing/typing the rough draft of your essay.

Begin brainstorming honors/awards, community service, church

activities, and work experience for the biographical questions section.

January 1-16, 2019

Request a **sealed transcript** from the school counselor or registrar. Make sure that it contains your first semester grades. Follow up with references from a high school teacher or counselor **and** a community service leader. Place letters in the **folder**. Finish writing/typing and revising the rough draft of your essay.

January 17-31, 2019

Follow up with school counselor or registrar to get an official transcript. Place the **sealed transcript** in the **folder**. Make sure that it contains first semester grades. Submit your **essay** to an editor for feedback. Type the **scholarship application**. Be sure to note any leadership positions. Review/edit for correctness. Print and place in the **folder**. Get any remaining **reference letter(s)** from a high school teacher or counselor **and** a community service leader. Place letter(s) in the **folder**.

February 1-March 3, 2019

Make corrections to the essay and **re-submit** to the editor. Make corrections to your essay when you receive it back from the editor. Print and place it in the **folder**. Review the *Scholarship Checklist*. Place documents in a mailing envelope as you check them off the list. Make sure that you signed & dated the application. Make sure that a parent/guardian signed & dated the application. **Mail the scholarship application packet on/before March 3, 2019.**

GOOD LUCK!

The winner will be contacted in April 2019.