





# Scholarship Form instructions

## KEY DATES

-  Application due **JUNE 15th**
-  MA Recommendation due **JUNE 15th**
-  Financial Forms due **JUNE 15th**
-  Marks due with **JUNE 15TH** (or **JULY 7TH** with approved extension)

## COMPLETE APPLICATION DOCS

- ✓ Girl/Majority Girl Application (online)
- ✓ MA Recommendation (online)
- ✓ Financial Submission (email/mail)
- ✓ Marks (with application or by email)

## Scholarship Form Instructions:

### APRIL



Step 1

#### Share forms with eligible Girls

- Provide application to Active Girls attending college/university in the fall
- Provide application to Majority Girls who are active in your Assembly

### MAY / JUNE



STEP 2

#### Receive intent to apply

- Inform Active Girls of the Board meeting date where applications will be discussed
- Set deadline for them to confirm their plan to apply (either verbally or in writing)

### MAY / EARLY JUNE



STEP 3

#### Review applicants at Board meeting

- Bring list of applicants to Board meeting and share with Advisory Board
- Collect insight that can be added to MA recommendation
- Advisory Board chooses to support or not support each applicant

### DUE: JUNE 15TH



STEP 4

#### Prepare MA Recommendation

- Collect Attendance information:
    - # of meetings attended / total meetings
    - # of fundraisers attended / held
    - Founder's Day picnic attendance
    - Rainbow Sunday attendance
    - upcoming Grand Assembly attendance
  - Write recommendation for applicant
- MA Recommendation online form includes:
- Process outline checkboxes
  - Attendance information
  - Your recommendation (copy/paste or upload)
  - Electronically sign
  - Advisory Board date approval date

### EARLY JUNE



STEP 5

#### Remind members of due dates

- Ensure applicant has submission information and due dates for each of:
  - application, financial form, marks