APPLICANT CHECKLIST

This checklist can be used to make sure you have all information included in your scholarship application.

_____ **ONE OR MORE SCHOLARSHIP CHOICES ARE SELECTED.**

_____ **PARENT INFORMATION.** The financial information on the application form is required for all scholarships except for the Dr. Charles Ecker Scholarship for Community Service. You do not need to complete the financial information section if you are ONLY applying to the Ecker Scholarship.

_____ **ESSAY.** The essay is required with all scholarship applications. Only one essay is required if more than one scholarship is checked; however, make sure all the information requested is addressed in your essay.

_____ **REQUIRED SIGNATURES.** Signatures are needed from at least one (1) parent/guardian and you.

_____ **SCHOOL REPORT.** All grade information is completed. An official transcript (stamped and signed by the school) of your records through the 1st quarter of 12th grade is enclosed with your application or sent by your counselor via mail/email.
It can be mailed to PTA Council office or emailed it to scholarship@ptachc.org.

_____ **COMMUNITY SERVICE FORM.** This is required for the Ecker Scholarship for Community Service, optional for all other scholarships.

_____ **REFERENCES AND RECOMMENDATION FORM.** Please print legibly the names and contact information. Make sure to allow plenty of time (e.g., 2 weeks) for your selected reference to complete your recommendation form. The form can be returned by:
1. Sending the form and any letters of support directly to the Scholarship office (if so, it is nice to provide them with a preaddressed, stamped envelope) or
2. Returning the form to you in a sealed envelope with your name on the front, for you to add to your completed packet or
3. Having the reference email the fillable form found on PTACHC website and any letters of support directly to scholarship@ptachc.org.

_____ **COPY OF COLLEGE/UNIVERSITY ACCEPTANCE LETTER.** Provide copy of acceptance letter from University or College. If the acceptance letter is not available at the time you submit the application, please provide a copy of the acceptance letter as soon as you receive it by sending it to scholarship@ptachc.org.