

## INSTRUCTIONS FOR COMPLETING SCHOLARSHIP APPLICATION

### APPLICATION FORM:

1. Must be completed neatly, legibly, accurately and in full (use “N/A” if “not applicable”). Prefer application be typed. If handwritten, **use black ink.**
2. A picture (preferably senior portrait), no larger than 2” x 2” **MUST** be attached to application. (Application will not be accepted without a clear, presentable picture of student.)
3. Completed application packet is to be turned in to Mrs. Mulvoy, CVHS Administration Office, by the deadline of March 9, 2012 to be considered.
4. If reproducing application, limit print size to 10 point and follow same format (activity, year(s) of participation, accomplishments, offices held, etc.)
5. Limit additional information page to **ONE SHEET** back-to-back. Personal statement must be brief (1- 2 short paragraphs).
6. It is mandatory that, upon receiving an award, a thank-you note be written to the scholarship donor. This must be neatly **hand-written in ink (NOT typed or computer generated)** on appropriate stationery and shown to the Scholarship Advisor before being mailed. (Write one sample thank-you note and submit it with this application.)

**Senior Awards Program – Wed., May 30, 2012 @ 7:00 p.m. in the MacDonald Auditorium**  
Students who have earned additional scholarships/awards or college grants and wish them to be included in the Senior Awards Program, must submit this information to **Mrs. Mulvoy in the Administration Office no later than Thursday, May 17, 2012**

*(1/2011)*