

**WORKSHEET FOR THE HELGA ROHL ENCOURAGEMENT AWARD**

**USE THIS WORKSHEET/CHECKLIST TO COLLECT AND ORGANIZE REQUIRED DOCUMENTS**

**A GOOD WAY TO STAY ORGANIZED IS TO PLACE EVERYTHING INTO A WELL-MARKED FOLDER OR MANILA ENVELOPE AS YOU COMPLETE IT.**

**Please double check the applicant rules to make sure you fall within the parameters for acceptance. BPWNC cannot consider incomplete applications!**

1. I have filled out all questions I can initially answer easily. I have double checked all dates and figures.

Date completed \_\_\_\_\_

2. I have gathered all financial information together and filled out income and expenses.

Date completed \_\_\_\_\_

3. I have requested two **current** (within the last year) letters of recommendation signed.

At least one letter from employer, volunteer manager or instructor.

One character reference.

a. Name \_\_\_\_\_ Ph# \_\_\_\_\_

b. Name \_\_\_\_\_ Ph# \_\_\_\_\_

All letters received by me \_\_\_\_\_

4. I have written a (minimum) 200 word composition telling about myself.

Edited, fact checked and spelling/grammar checked \_\_\_\_\_

6. I HAVE GONE OVER REQUIREMENTS ONE LAST TIME. I HAVE CHECKED TO MAKE CERTAIN MY PACKET IS COMPLETE. I HAVE DOUBLE CHECKED THE FINAL SUBMISSION DATE AND AM WELL WITHIN THAT DEADLINE.

I mailed my completed application packet on \_\_\_\_\_

Please mail completed copy of this worksheet with your application.

IF YOU NEED HELP FILLING OUT THE APPLICATION OR HAVE ANY QUESTIONS AT ALL, PLEASE CONTACT ONE OF THE FOLLOWING SCHOLARSHIP BOARD MEMBERS:

Linda Horwitz – [bpwnscholarship@gmail.com](mailto:bpwnscholarship@gmail.com)

Lynn Wenzel – [lwinparadise1@sbcglobal.net](mailto:lwinparadise1@sbcglobal.net)

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