

WORKSHEET

FOR THE HELGA ROHL ENCOURAGEMENT AWARD

Use this worksheet/checklist to collect and organize your required documents

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

1. I've answered all questions as best I can, and double-checked all dates and figures.

Date completed_____

2. I've filled out the Financial Statement based on my records of income and expenses

Date completed_____

3. I've requested at least two **current, signed** (within the last year) letters of recommendation.

The letters have the name, address and phone number of the person giving the reference.

	Reference's name, phone & email	Date I requested the letter	Date I received the letter
One letter from employer, volunteer manager or instructor.			
One character reference (from a friend, co-worker, etc.)			
Optional additional letter			
Optional additional letter			

4. I have written a (minimum) 12-to-15 sentence composition telling about myself.

Edited, fact checked and spelling/grammar checked_____

5. 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.

6. I included a completed copy of this worksheet with my application.

7. I mailed my completed application packet on_____

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 (530) 272-4864

Lynn Wenzel – lwinparadise1@sbcglobal.net (530) 477-0746

Judith McCarrick – gypsyjm@sbcglobal.net (530) 478-0677

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