

# LILLY ENDOWMENT COMMUNITY SCHOLARSHIP

## - APPLICATION INSTRUCTIONS -

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Please read the following instructions carefully before submitting your scholarship application materials. Incomplete applications or forms will be disqualified from the selection process.

- **Complete all application materials on a computer and using the preset format.** Any handwritten or typed forms will not be accepted. Please direct any questions regarding the completion process to the guidance office.
- **Update your Adobe Acrobat Reader software to the most recent version** to prevent possible software incompatibilities. This is a free download from [www.adobe.com](http://www.adobe.com). Under the "Support" tab, select "Downloads". If unsure of your current version, open the Adobe program and select "Help", then choose "About Adobe Reader".
  - Adobe Acrobat Reader software version 7.0 or newer allows information entered on interactive forms to be saved!
  - If using an older Adobe version, it is strongly recommended to prepare the essay using Word (or similar software) and then "Copy & Paste" onto the form. The software will automatically change the format to the required font size. Edits can still be made to your essay if needed, but cannot be saved on the form.
- **Choose an adult that was involved with your community service program or project** highlighted in your essay for a Letter of Recommendation. The Letter of Recommendation Form will be submitted along with their letter.
- **Review the following sections on the Eligibility Information page:**
  - "Scholarship Eligibility Policy" – It is the applicant's responsibility to verify their own eligibility for all scholarships administered by the DeKalb County Community Foundation, especially regarding their relatives' involvement with the community foundation or their school.
  - "Required Forms to Complete" - To verify that all required documents are being submitted. Place forms in the order listed. The Guidance Department will attach a current grade transcript for you.
- **Verify that "2008" appears in the lower right hand corner of all documents.** Since revisions to documents may occur each year, it is important to verify that forms are for the current year.
- **Staple all documents together in the upper left hand corner** with a single staple. Do not use special binders or notebooks.
- **Submit a printed copy (single sided only) of all required documents to the Guidance Office.** Do not use special stationary or resume paper. The scholarship application and related documents cannot be submitted online.