

COMMUNITY ORGANIZATIONS APPLICATION INSTRUCTIONS

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

DEADLINE – **February 26, 2010** (unless instructed differently from your school or the scholarship's informational page)

- **UPDATE YOUR ADOBE READER SOFTWARE** to prevent software problems. This free download is available at www.adobe.com.
- **COMPLETE YOUR APPLICATION MATERIALS ON A COMPUTER.** Handwritten applications are not accepted. If you have any questions regarding the completion process, please contact your school's guidance office or Doreen Brown at the DeKalb County Community Foundation, (260) 925-0311 or dbrown@dekalbfoundation.org.

Verify that you have completed all required documents by reviewing the "Required Forms" section listed on the scholarship's informational page. Place the forms in the order listed.

- **SUBMIT PAPER COPIES TO YOUR GUIDANCE OFFICE** by the deadline. A separate cover page, application, essay (if required), and letters of recommendation (if required) should be turned in for each scholarship. **Paper clip** your documents together for each scholarship.
**** DeKalb High School students need to staple their documents instead of using a paper clip. ****

Do not include a copy of the scholarship's informational page. The Scholarship Cover Page is used to identify which scholarship you are applying for. Also, do not send resumes, use special paper or binders.

- **GRADE TRANSCRIPT** – The guidance office will attach a copy of your grade transcript to your application.