

DEKALB COUNTY COMMUNITY FOUNDATION, INC.

APPLICATION INSTRUCTIONS

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

DEADLINE – February 26, 2010 (E-mailed to scholarships@dekalbfoundation.org by 11:59pm)

- **UPDATE YOUR ADOBE READER SOFTWARE** to prevent software problems. This free download is available at www.adobe.com.
- **COMPLETE YOUR APPLICATION FILE 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.
- **SAVE** your application file in the following standardized format **Lastname.Firstname.pdf** (Example: Miller.John.pdf)
- **E-MAIL ONE (1) APPLICATION FILE.** Yep, that's right, just one! The community foundation is going green. Since the entire scholarship process is extremely time consuming and paper producing, we are being environmentally friendly by conserving and reducing the resources needed to process our scholarship program.

E-mail your application file as an **attachment** to scholarships@dekalbfoundation.org. On the subject line, use the following format **Scholarship Application for Lastname, Firstname**. (Example: Scholarship Application for Miller, John).

You will receive a confirmation e-mail with a list of scholarships for which you qualify and a request for any additional documentation required. ***Important note: It is your responsibility to monitor the e-mail address provided on your application for any correspondence with the community foundation. If you do not have an e-mail address, communication will be directed to your high school guidance counselor.***

- **GRADE TRANSCRIPT** – The community foundation will request a copy of your grade transcript from your high school guidance office once your application file has been received.