

**DEKALB COUNTY COMMUNITY FOUNDATION, INC.**  
**APPLICATION INSTRUCTIONS**

Please read the following instructions carefully before submitting your scholarship application file.

**DEADLINE – Monday, March 5, 2012** (Submit completed forms as email attachments to [Scholarships@DeKalbFoundation.org](mailto:Scholarships@DeKalbFoundation.org) by 11:59 p.m.)

- **UPDATE YOUR ADOBE READER SOFTWARE** to prevent software problems. This free download is available at [www.adobe.com](http://www.adobe.com).
- **COMPLETE YOUR APPLICATION FILE ON A COMPUTER.** Handwritten applications are not accepted. If you have questions regarding the completion process, please contact your school's guidance office or Rosie Shinkel at the DeKalb County Community Foundation, (260) 925-0311 or [RShinkel@DeKalbFoundation.org](mailto:RShinkel@DeKalbFoundation.org).
- **SAVE** your application file in the following format: **Lastname.Firstname.pdf** (Example: Miller.John.pdf)
- **E-MAIL ONE APPLICATION FILE.** E-mail your application file as an **attachment** to [Scholarships@DeKalbFoundation.org](mailto: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 an email confirmation when your scholarship application has been received by the DeKalb County Community Foundation.

- **QUESTIONS** should be e-mailed to [RShinkel@DeKalbFoundation.org](mailto:RShinkel@DeKalbFoundation.org). Send only your application file to [Scholarships@DeKalbFoundation.org](mailto:Scholarships@DeKalbFoundation.org).

***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 TRANSCRIPTS** - The DeKalb County Community Foundation will request a copy of your grade transcript from your high school guidance office once your scholarship application file has been received.