

COMMUNITY AWARDS

STEP-BY-STEP INSTRUCTIONS FOR MOST YHS COMMUNITY AWARD APPLICATIONS

- Go online to <http://www.yosemitchs.com/> Click on the blue ribbon on the right hand side titled Local Award Application. READ THE INSTRUCTIONS GIVEN ON THAT PAGE. Print it for reference later. **Write the DEADLINE DATE on your calendar!**
- Click on **Application Cover Sheet Request List**. Print a copy of that form. You will be using this to request cover sheets for awards you are interested in. Have this list and a highlighter or pencil when you are ready to start looking at the Master List.
- Click on **Awards Master List Criteria**. Begin looking through the list of awards to see what you qualify for and note what extra things might be required such as an essay, portfolio or special letters of recommendation. Note the deadline, some are due earlier. **If you are qualified for and interested in an award, circle or highlight the name of it on the Request List**. After marking all the awards you are interested in, turn the Request List in to Mrs. Siverly in the office. All the cover sheets you request will be placed into a folder for you to pick up. The details and requirements of each award are on these cover sheets. Read them carefully and note the due dates. **KEEP THESE COVER SHEETS TO ATTACH TO YOUR APPLICATION PACKETS!** (Note: Some awards may use their own application form, have early deadlines or special requirements. You are responsible to read and follow all directions!)
- Get letters of recommendation**. You will need a minimum of two letters. Decide who you will ask to write your letters of recommendation. Think of people like a teacher, coach, counselor, employer, neighbor, pastor or adult friend who knows you well and would be willing to write a letter for you. You cannot use letters from relatives and only one letter can come from someone in education. Giving the person a resume or list of accomplishments may help in preparing a good letter. Give them plenty of time. Start early and be courteous! You will be making copies of each letter, so one original from each reference is all you need.
- Request your transcript**. One copy of your official, signed transcript needs to be requested from the Registrar, Jeanne Ratchford, by coming into the office. Mark Community Awards on the yellow transcript request form. You can pick the transcript up at the front desk, usually the next day. **Please do this early to allow time to process your request. Transcripts may not be available on the day of the deadline!**
- Fill out the application**. Go back onto the website. Click on the blue ribbon. Click on Application Form and bring up the blank application. It is best to print a copy to use as a rough draft then go back into the website to type your information into the form. *The program cannot save anything you type in*, so you have to keep the site open while you finish typing and print the final copy.

Handwritten applications are accepted, but typed applications are preferred! Pay close attention to spelling and punctuation! It is helpful to have someone proofread for you. Be sure to answer all questions and do not leave the final page blank. Write a few paragraphs about yourself that help the reader know you, your background and interests. When you are sure you are ready, **print one copy. You will be photocopying it for each award you are applying for.** (Hint: leave the space blank where it asks for the name of the award you are applying for, then write in the name after making copies as you attach the packets to the cover sheet.) **SIGN THE APPLICATION ON PAGE 4!**
- Essays, extra requirements or attachments** may be required for some awards. Only the award asking for that information needs to have it in their packet. Attach it to the packet after completing the photocopying. If you have any questions, ask the Community Awards Coordinator.
- Make photocopies and staple packets**. You will have to make copies off campus. Using school equipment or paper is not allowed! The number of copies needs to match the number of awards you are applying for plus one complete packet for our file in the office (a cover sheet is provided). **As a set, copy the four page application form, letters of reference, transcript and any attachments for each award.** Staple it together with the cover sheet you were given on the top of each packet. (Remember to write the name of the award on the top of each first page if you left it blank and double-check that you signed on page 4.) Do **not** put them in a binder, envelope or folder. Keep the original set for your records.
- Prepare a Submit Form**. Print a Submit Form from the website if you don't have one. Fill it out and circle the names of the awards you are submitting applications for.
- Turn in the stack of applications and the Submit Form to the office by 4:30 on the posted deadline!! No applications can be accepted after that time!! No Exceptions!!**

AWARD WINNERS WILL RECEIVE AN INVITATION TO COMMUNITY AWARDS NIGHT.