

# SOROPTIMIST INTERNATIONAL OF ANACORTES

## 2019-2020 SCHOLARSHIP

### GENERAL INSTRUCTIONS & CHECKLIST

#### Notice for All Applicants

If you have received two (2) university, or college, or technical school scholarships from Soroptimist International of Anacortes (SIA), you are not eligible to apply for another scholarship. Live Your Dream; Dream It Be It; or Woman of Distinction awards are not considered a college scholarship.

Do not send General Instructions & Checklist with your application.

#### General Instructions

Read this information carefully and use the checklist provided to ensure you have completed your scholarship application correctly and completely.

Please be as concise and specific as possible in your responses to all questions.

Incomplete applications will not be considered.

1. There are scholarship requirement pages for each different scholarship. Each page describes the unique requirements for the scholarships listed on the Matrix.  
**A requirements page must be the cover sheet of your application, with your name at the top right.**
2. If you are applying for more than one scholarship, **a requirements page, with your name at the top right for each scholarship, must be the cover sheet for each separate application.**
3. The Common Scholarship Application should be used for each scholarship listed on the Matrix **except** for the Susan Woolsey Spirit of Community Academic Scholarship.
4. Susan Woolsey Spirit of Community Academic Scholarship is a stand-alone 4-page document and includes all the necessary information required for consideration and completion of that scholarship.
5. Item #3 on each requirements page lists what you must include to have a complete application. Failure to include all documents will be a disqualification of your application.

## Checklist

1. The **Application Package** has several parts:

- The requirements page, and signed and dated application;
- Letters of reference, signed and dated;
- Recent transcripts (if required); and
- Proof of Anacortes residency (if required).

2. Assemble your submission:

- Complete, sign and date the requirements page and application. Make 3 copies of your requirements page and application.
- Obtain 3 current letters of reference, signed and dated. Current means within the past year. Make 3 copies of each letter.
- Transcripts. Make 3 copies.
- Proof of residency. Make 3 copies.
- Ensure that you have **4 application packages: 1 set of originals and 3 sets of copies for each scholarship you are applying for.**
- Submit your 4 application packages by MAIL.** Packets must be **POSTMARKED** no later than the stipulated due date.
- Do not submit your application packages to the Soroptimist Thrift Shop.** *(There have been instances where applications submitted to the Thrift Shop have been misplaced.)*
- Following directions is part of the application process.

## Mail

Four (4) Application Packages, **for each scholarship applied, must be mailed** to the following address and **must be POSTMARKED no later than February 15, 2019.**

**Soroptimist Scholarship Committee  
P. O. Box 654  
Anacortes, WA 98221**

**Best wishes for your success!**