

**SOROPTIMIST INTERNATIONAL OF ANACORTES**  
**2025-2026 SCHOLARSHIP**  
**GENERAL INSTRUCTIONS & CHECKLIST**

**Notice for All Applicants**

If you have received two (2) university or college scholarships from Soroptimist International of Anacortes (SIA), you are **not** eligible to apply for a third (3<sup>rd</sup>) scholarship. Live Your Dream, Community Youth Volunteer, or Woman of Distinction awards are not considered a university or 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 is one scholarship requirement page for each listed scholarship. Each page describes the unique requirements for that specific scholarship. **A requirements page must be the cover sheet of your application package, with your name filled in at the top right.**
2. If you are applying for more than one scholarship, **a requirements page, with your name filled in at the top right for each scholarship, must be the cover sheet for each separate scholarship application package.**
3. The Common Scholarship Application should be used for all listed scholarships **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 disqualify your application.**

## Checklist

### 1. Complete and include for each **Application Package**:

- A scholarship Requirements page;
- Common Application;
- Three (3) letters of reference, signed and dated;
- Recent transcripts (if required); and
- Proof of Anacortes residency (if required).

### 2. Assemble your submission:

- Enter your name in the requirements page at the top right of page. Make 3 copies of your requirements page.
- Complete, sign and date the common application. Make 3 copies of the common application.
- Obtain 3 current letters of reference, signed and dated. Current means within the past year. Make 3 copies of each letter.
- Transcripts (**DO NOT HAVE TO BE OFFICIAL; CAN BE A COPY**). Make 3 copies.
- Proof of residency. Make 3 copies of proof of residency.

### 3. Mailing your application(s):

- Ensure that you have **4 application packages: 1 set of originals and 3 sets of copies (ONE FOR EACH JUDGE) 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 is no mail slot or drop. Our mail is picked up at Anacortes Post Office only.**
- 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 21, 2025.**

**SIA Scholarships  
P. O. Box 527  
Anacortes, WA 98221**

**Best wishes for your success!**