

Senior: Fall/November/Unit 15

FAFSA PIN & Scholarship Applications

Objectives: Obtain your FAFSA PIN #.
 Research and apply for three scholarships.
 Evaluate what you have learned.
 Contact Site Teachers and NAU Upward Bound office for help as needed.
 Assist in the development of the portfolio program.

To complete this unit successfully and receive your stipend, you and your parents should finish the following activities:

1. Complete all of the activities in this unit.
2. Obtain and complete a grade check for all of your classes. Place a copy of the grade check with the work/information required for this unit.
3. Fill out the evaluation sheet when you have completed this unit.
4. Fill out the Honorarium/Stipend Request form.
5. Complete this unit and be prepared to review it by _____.

Once you have completed this unit, you should meet with an Upward Bound staff member to go over it.

Telephone: 1-800-628-4494
E-mail: Diana.Betoney@nau.edu
Roxanne.Begay@nau.edu
Sarah.Kennedy@nau.edu

How much will I earn this month?	
C = \$40.00 complete	<ul style="list-style-type: none"> • Unit 100% complete • Unit turned in on time
P = \$20.00 partial	<ul style="list-style-type: none"> • Unit more than 50% complete • Unit turned in on time
0 = \$0.0 incomplete	<ul style="list-style-type: none"> • A unit turned in late is considered incomplete • A unit less than 50% complete is considered incomplete

What to do if you are absent on the day Portfolio's are to be reviewed by Upward Bound staff members?	
Planned Absences (e.g., basketball games, track meets, etc.)	Unplanned Absences (e.g., sickness, flat tire, abduction by aliens, etc.)
<ul style="list-style-type: none"> ◆ Give your binder to your site teacher before you leave for the planned absence. ◆ If you give your binder to your site teacher before you leave, then the UB staff can review your work and you are still eligible for the full \$40.00 stipend. ◆ If you forget to leave your binder with your site teacher before you leave, then your work is late and you are no longer eligible for a stipend. 	<ul style="list-style-type: none"> ◆ Give your binder to your site teacher As Soon As You get back to school. ◆ If you give your binder to your site teacher As Soon As You return from an unplanned absence, then you are still eligible for the full \$40.00 stipend. ◆ If you forget to give your binder to your site teacher As Soon As You return, then your work is late and you are no longer eligible for a stipend.

Step 1: FAFSA PIN

In January you will be able to begin filling out and submitting your FAFSA (Free Application for Federal Student Aid). The FAFSA enables you to be eligible for the Pell Grant as well as other institutional, state and federal financial aid. It is very important that you fill this out in a prompt and timely manner.

Because you can only submit your FAFSA on the Internet, you and your parent/guardian must have a PIN # to act as your electronic signature. If you have not already done so, please visit the website below to sign up for a PIN #. If you have already signed up for a PIN #, make sure that you and your parent know what your PIN # is so you won't be delayed in filling out and submitting your FAFSA.

www.pin.ed.gov

Step 2: Two Different Types of Scholarships

To finish this unit, you will have to submit three completed scholarship applications. (Whatever you do, don't let this requirement stop you from submitting more than three applications. After all, it's free money!)

The two different types of scholarships you most likely will be applying for are:

- **Outside Scholarships:** These scholarships are selected by organizations outside of the school. They do not necessarily specify a student attend a specific college/university to receive their awards.
- **General or Institutional Scholarships:** These scholarships are awarded by the school. Incoming freshmen must first apply for admission to the college or university before they can be considered for any general or institutional scholarships. Most colleges and universities have this type of scholarship application process.

Arizona University Scholarship process:

- U of A Automatically considered for scholarships if admission application is completed.
- NAU Automatically considered for scholarships if admission application is completed.
 - * If you are curious to discover if you qualify for any of the NAU Scholarship Tuition Awards you may take advantage of the Estimator. By entering your SAT/ACT scores, high school GPA, AZ resident, and year for which you are applying, the system will determine if you are eligible for NAU scholarships.
 - * http://www4.nau.edu/finaid/types_of_aid/scholarships/estimator/estimator.asp
- ASU General scholarship application due by February 1, 2009. On line application available now @ <http://students.asu.edu/node/1207>

If the schools you are interested in attending have general or institutional scholarships, you should apply for them before looking for outside scholarships. Some schools may have a separate application process in place for these scholarships.

To find outside scholarships, you should use any of the following scholarship websites:

- FastWeb (www.fastweb.com)
- Mapping Your Future (www.mapping-your-future.org)
- Mach 25 Breaking the Tuition Barrier (<http://www.collegenet.com/mach25/app>)
- College Tool Kit (<http://www.lunch-money.com/>)
- The Gates Millennium Scholars (www.gmsp.org)

Warning: Be very careful about paying an individual or group to find scholarships for you. You should be able to research and apply for scholarships yourself without incurring any fees just as effectively as these scholarship services can.

Step 3: Printing Your General and/or Institutional Scholarship Applications

1. Select three postsecondary schools that you would like to attend.
2. Visit the websites for these three schools and locate the scholarship office web page at each one. (Check on the financial aid or admissions web page at each school if you are having difficulties.)
3. Locate the information regarding each school's general or institutional scholarship application processes. You will notice that some schools have specific applications for entering freshmen.
4. If one of your schools does not have a separate process to apply for general or institutional scholarships (like NAU, or U of A), move on to the next school.
5. Read over the different scholarship options available to entering freshman at each of the three schools you selected. Identify those for which you are eligible.
6. Download and print the applications. You will complete these applications as part of Step 7.

7. If you DO NOT have internet access, ask your high school counselor or UB staff for HELP! They have a wealth of knowledge, they can assist you in calling the college(s) you are interested in, and they can provide you with scholarship information.

Step 4: Printing Your Outside Scholarship Applications

1. If you were not able to print three general or institutional scholarship applications (because one or more of the schools you chose did not have a separate process to apply for general or institutional scholarships), then you will have to locate some outside scholarships. Remember that to finish this unit you will have to submit three completed scholarship applications
2. Visit the FastWeb website (www.fastweb.com). Follow the steps to "Start Your Free Scholarship Search." FastWeb will ask you to create a customized profile. Be as specific as possible. Over 600,000 scholarships in the FastWeb database are based on location, age, school year, heritage, interests, sports, etc. Complete every question thoroughly to qualify for as many scholarships as possible.
3. Visit the other recommended scholarship websites complete/print any and all scholarships you meet the criteria for.

Step 5: Tips for Completing Your Applications

Read the following tips and complete all of the steps.

TIP #1: Apply only if you are eligible.

Read all the scholarship requirements and directions carefully and make sure you're eligible before you send in your application.

TIP #2: Watch all deadlines.

To help keep yourself on track, impose your own deadline that is at least two weeks prior to the official deadline. Use the buffer time to make sure everything is ready on time. Don't rely on extensions—very few scholarship providers allow them.

TIP #3: Complete the application in full.

If a question doesn't apply, note that on the application. Don't just leave a blank. Be sure to supply all additional supporting material, such as transcripts, letters of recommendation and essays.

TIP #4: Follow directions.

Provide everything that's required. Don't supply things that aren't requested—you could be disqualified.

Step 6: Tips for Writing Your Scholarship Essays

The personal essay is the hardest part of your scholarship application, but it's also the part of the application where the real you can shine through. If you need to write essays for any of your scholarship applications, you should read the following tips and complete all of the steps. (We'll be looking for the required information in your binder.)

TIP #1: Think before you write.

Brainstorm to generate some good ideas and then create an outline to help you get going. You will need to make an outline for each scholarship essay you have to write.

Make a copy of each outline and put them in your three-ring portfolio binder.

TIP #2: Be original.

The judges may be asked to review hundreds of essays. It's your job to make your essay stand out from the rest. So be creative in your answers.

TIP #3: Show, don't tell.

Use stories, examples and anecdotes to individualize your essay and demonstrate the point you want to make. By using specifics, you'll avoid vagueness and generalities and make a stronger impression.

TIP #4: Write an essay that makes a strong impression.

The key to writing a strong essay is to be personal and specific. Include concrete details to make your experience come alive: the who, what, where, and when of your topic. The simplest experience can be monumental if you present honestly how you were affected.

TIP #5: Develop a theme.

Don't simply list all your achievements. Decide on a theme you want to convey that sums up the impression you want to make. Write about experiences that develop that theme.

TIP #6: Know your audience.

Personal essays are not one size fits all. *Write a new essay for each application—one that fits the interests and requirements of that scholarship organization.* You're asking to be selected as the representative for that group. The essay is your chance to show how you are the ideal representative.

TIP #7: Submit an essay that is neat and readable.

Make sure your essay is neatly typed. Double-space the essay and provide adequate margins (1"-1 1/2") on all sides.

TIP #8: Make sure your essay is well written.

Proofread carefully, check spelling and grammar and share your essay with friends, teachers, Upward Bound staff members, etc. Another pair of eyes can catch errors you might miss.

Make copies of your completed (typed) scholarship essays, and put them in your three-ring portfolio binder.

Step 7: Requesting Letters of Recommendation

Some of your scholarship applications will require letters of recommendation. Even though you don't write these letters, you're responsible for making sure they get written. There's a lot you can do to ensure they are the best letters possible.

If you need letters of recommendation for any of your scholarship applications, you should read the following information and complete all of the numbered steps.

Who Should Recommend You?

The best recommendations come from people who have worked closely with you and who understand the award for which you're applying. **Teachers** and **professors** are excellent sources, but also consider **previous employers, coaches, clergy members** and **community leaders**.

Pick someone who can address the award's special criteria or the sponsoring organization's particular interests. For example, the director of the homeless shelter you volunteer at would be a great reference for an award sponsored by a community service group.

Don't ask a family member for a recommendation. Their praise won't have the credibility necessary to impress the admissions staff.

When to Ask for a Recommendation Letter

Plan ahead! Compile a file of letters before you need them. Ask for letters right after you've finished a class, semester, sport, etc. If you wait until you need the letter (maybe a year down the line), you risk losing it because the teacher, coach, etc. doesn't remember you.

Make It Easy

The people writing your recommendations are doing you a favor, so make it easy for them by being polite and organized. Here's how:

- Provide ample time for the letter to be written. Give **at least three weeks** advance notice.
- Make a formal request. Schedule an appointment to discuss the recommendation fully.
- Supply your recommender with as much information as possible, including:
 - ✓ Materials/information needed for the application, including two copies of any forms the recommender is to fill out (for a rough draft and a final draft); the full title and description of the award; the correct name, title and mailing address of the recipient; a copy of your completed scholarship application/essay; complete instructions on how the letters should be handled; and correct deadline information.
 - ✓ Information about your achievements such as your transcripts, your resume, and reminders of your past work with the recommender (e.g., a description of coursework, a copy of an essay or class project, etc.).
 - ✓ **Supply your recommender with a copy of the LETTERS OF RECOMMENDATION PERSONAL DATA FORM included in this unit.**

If you're concerned that your recommender has forgotten your letter, gracefully remind them by asking if they need more information.

Stay Organized

1. Once your letter has been sent, be sure to send a thank-you note to your recommender.
2. Create a file where you can store your letters until you need them. You should keep this file in a safe place. If you don't already have some kind of personal filing system at home, now is a good time to make one. As your senior year progresses, you will receive a lot of information (letters from schools and colleges, financial aid information and awards letters, informational packets from schools and colleges, etc.), and you will need a place to keep it all.

It's a lot to keep in mind, but all this work should produce great letters of recommendation. Which means you can ... whew! ... breathe easier.

LETTERS OF RECOMMENDATION PERSONAL DATA FORM

It is IMPORTANT that this form be filled out accurately and completely to aid the people in preparing the recommendation for your use in applications for college, or employment.

Student Full Name: _____

Address: _____

Phone Number: (____) _____

E-Mail: _____

List four teachers or staff members (potential letter-writers) who know you well.

1. _____ 2. _____

3. _____ 4. _____

- Please check all that apply.

Describe your college/career plans.

- I plan on attending a community college
- I plan on attending a vocational/technical program
- I plan on attending a 4 year college/university
- I plan on receiving my AA degree
- I plan on receiving my Bachelor's degree
- I plan on pursuing an advanced degree

(please check which advanced degree you plan to pursue: MA MS MSW MEd
PhD PhEd MD other)

- Check all advanced courses which you have completed or in which you are currently enrolled. If they are AP or Honors courses, please indicate that as well.

<input type="checkbox"/> Physics (<input type="checkbox"/> AP, <input type="checkbox"/> Honors)	<input type="checkbox"/> Anat. & Physiology (<input type="checkbox"/> AP, <input type="checkbox"/> Honors)
<input type="checkbox"/> Chemistry II (<input type="checkbox"/> AP, <input type="checkbox"/> Honors)	<input type="checkbox"/> English (<input type="checkbox"/> AP, <input type="checkbox"/> Honors)
<input type="checkbox"/> Calculus (<input type="checkbox"/> AP, <input type="checkbox"/> Honors)	<input type="checkbox"/> History (<input type="checkbox"/> AP, <input type="checkbox"/> Honors)
<input type="checkbox"/> Advanced Math	<input type="checkbox"/> Biology (<input type="checkbox"/> AP, <input type="checkbox"/> Honors)
<input type="checkbox"/> Government (<input type="checkbox"/> AP, <input type="checkbox"/> Honors)	<input type="checkbox"/> Other _____

- If there is anything unusual about your transcript (i.e. classes not taken, grades, etc.) please explain.

- Check all of the positive traits you use in learning.

<input type="checkbox"/> Motivated	<input type="checkbox"/> Positive
<input type="checkbox"/> Creative	<input type="checkbox"/> Enthusiastic
<input type="checkbox"/> Responsible	<input type="checkbox"/> Respectful
<input type="checkbox"/> Punctual (on time)	<input type="checkbox"/> Inquisitive
<input type="checkbox"/> Self-directed	<input type="checkbox"/> Organized

Other: _____

- Check all extra-curricular activities that you participated in during school. Also, if there is a reason you have not been active in school activities, please explain.

Sports—circle all that apply: Football, Volleyball, Basketball, Baseball, Wrestling, Swimming, Track, Cross Country, Softball, Tennis, Golf, Soccer, Gymnastics,
Other _____

Student Council, list office if held: _____

Student Government, list office if held: _____

Clubs, list: _____

Cheerleading

Band

Orchestra

Drama

Robotics

Academic organizations (Honors' Society, Gold Key, etc)

FFA

4H

Other, please list: _____

- List any awards and/or honors you have received.

- List community service or church activities in which you have participated.
- Describe work or volunteer experiences you have had.

- Describe your travel experiences and what you learned from them.

- If there is something special or unique about you that you would like to have mentioned in the letter, please explain.

- Describe your personal and professional goals.

***** Please attach a copy of your RESUME to your LETTERS OF RECOMMENDATION PERSONAL DATA FORM!**

Step 8: Final Checklist

_____ **FAFSA PIN # for you and your parent/guardian**

THE FOLLOWING THINGS SHOULD BE IN YOUR 3-RING PORTFOLIO BINDER:

_____ Scholarship essay outlines

- Include an outline for each scholarship essay you have to write.

_____ Scholarship essays

- Include copies of your completed scholarship essays.

_____ **THREE Scholarship applications**

- **Include copies of your completed scholarship applications.**
- **Complete the scholarship table (name of scholarships & scholarship deadline dates).**

_____ **LETTERS OF RECOMMENDATION PERSONAL DATA FORM**

- **Complete the personal data form included in this unit and have it ready for possible letter writers in the near future.**

_____ **Copy of your up-dated RESUME!**

SENIOR MID-MONTH PORTFOLIO CHECK-IN SHEET Fall/November/Unit 15 FAFSA PIN & Scholarship Applications
--

Student Name: _____

Directions: To obtain full credit complete this check-in sheet of your unit work.

- It is advisable to take time to think of what portfolio work you need to complete between now and the day your portfolio is due, and get to work on it!
- Please circle the appropriate response and answer in complete sentences where asked.

1. What parts of the unit have you completed?
 - a. all of it
 - b. half or more
 - c. very little of it
 - d. none of it
2. When do you work on your unit?
 - a. at home in the evening
 - b. on the weekends
 - c. during class
 - d. on the bus going to/from school
 - e. other (*please explain*):
3. Rate the difficulty of this unit. 1 is easy and 5 is very hard.
1 2 3 4 5
4. From whom did you/will you seek help for this unit?
 - a. teacher
 - b. friend
 - c. parent
 - d. other adult (*please identify*)
 - e. other (*please explain*)
5. How well did you manage your time during this unit?
 - a. very well
 - b. ok
 - c. not great
 - d. poorly
6. Look at your answer to number 5, how could you improve the way you manage your time? Or if you answered “a. very well”, what else could you do to be a more efficient time manager?

STUDENT GRADE CHECK

Instructions: Fill out this form. Obtain an estimate of your current grade from each of your teachers. He/she should sign and date next to each grade in the appropriate column. Include this form in your Portfolio Unit for review by Upward Bound staff at your next Portfolio visit.

Student's Name: _____

Name of Class	Grade	Teacher's Name (Printed)	Teacher's Signature	Date	Comments
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

STUDENT: Please give an explanation for any grade lower than a C in the space provided below. Feel free to use an additional page if necessary.