

*Spring 2008 Scholarships*

**Application Instructions**

1. Submit a complete application packet for each scholarship you apply for.
2. The application must be TYPED. Handwritten applications will not be accepted. Visit our website at [www.valleyoaksschool.org](http://www.valleyoaksschool.org) Go to the *School Information* link and then to *Scholarships* to find a list of available scholarships, instructions, and scholarship application form.
3. The completed application packet must include:
  - ALL requested information. Attach additional sheets if necessary.
  - Answer every question, even if only by stating "none" or "not applicable".
  - (See page 4 of application) Re: two essay prompts. Essay #1 for each application will be the same. Essay #2 should address specific scholarship requirements, or respond to the given in scholarship listing. Note: certain scholarships require an additional 3<sup>rd</sup> essay.
  - Two letters of recommendation are required. Photocopies are acceptable. One letter from a teacher familiar with your work in school, the other from a person who is not a member of your family and is not associated with the school, i.e. an employer or community member.
4. Give your letter writers at least **THREE** weeks' notice, and include your resume to help highlight your high school accomplishments, community involvement, and outside interests.
  - Be sure to write your letter writers a thank you note after you have received their letter.
5. A copy of your unofficial transcript must be attached. (see Mrs. Park, Secretary for copy).
6. All packets should be stapled individually.
7. Return all stapled packets to Mr. Zavala, Counselor by

**Monday, March 3, 2008.**

Mp/Wd467

Reminder:

Visit our website: [www.valleyoaksschool.org](http://www.valleyoaksschool.org) Go to *School Information* and then to *Scholarships* for scholarship application form, instructions, & list of scholarships. Due Date: March 3, 2008