

Scholarship Checklist

Step 1 REGISTER in our WebPortal and START your scholarship application

Create a WebPortal account by visiting <https://remote.cfcga.org/webportal> and on **December 15th** log into our WebPortal to start your scholarship application.

Step 2 Gather Documents

Gather all requested documents and save them in .PDF format.

1. **Unofficial Transcript**- should be available through your student portal.
2. **Resume**- create a personalized resume for scholarships.
3. **Current FAFSA Student Aid Report**- (one page report) that indicates the value of your Expected Family Contribution (EFC). *Submit your FAFSA as early as possible to avoid delays.*

Step 3 Create Personal Statements

Below are the 6 questions on the CFCG master application. Create strong, clear and concise personal statements making sure grammar and spelling are impeccable. *Please be advised that you may be asked to answer additional short answer questions once you select the scholarship fund you wish to apply for.*

1. Describe an experience that sparked your interest in your intended major or career field. How do you plan to achieve your career goal?
2. Provide one example of a challenge you have overcome or a problem you have solved. What was the challenge or problem, and how did you overcome it? What did you learn from this?
3. Give one example of a way you have given back to your community, through a volunteer activity or by helping another person. What was the impact as a result of your service?
4. Please list all other scholarships, financial aid and loan programs for which you've applied. Indicate whether you received the award and the amount, did not receive or are waiting for a response.
5. If applicable, please describe any financial circumstances that will affect your family's ability to pay for your college education.
6. If applicable, please share any unusual circumstances that have affected your academic performance.

Step 4 PROOF READ, PROOF READ, PROOF READ!

Identify a mature person that you trust to proof read your application, resume and personal statements.

Step 5 Identify a recommender

Identify a great mentor, coach or teacher that will provide a stellar recommendation on your behalf. Provide them with a copy of your resume to help with your recommendation.

All recommendations are submitted electronically so it is very important that you obtain a valid email address from the individual completing your recommendation. **The recommender will not receive the Recommendation Request until the student submits the entire application, therefore it is important the each step of the application is completed in a timely manner.*

Step 6 **Submit your completed scholarship application by March 15th @ 12 noon**