

Ichabod Crane High School

Scholarship Procedures

The Ichabod Crane High School distributes approximately \$40,000.00 annually to students. There are approximately 250 scholarships advertised to students per year via the *Ichabod Crane Scholarship Newsletter*.

How are Scholarships Advertised?

SCHOLARSHIPS & COMPETITIONS are advertised by:

- The *Scholarship Newsletter* distributed in homerooms.
- The Ichabod Crane District website.
- Mailed to Ichabod Crane students who attend other programs (ie: New Visions, Columbia-Greene, HVCC, etc.). While most scholarship information we receive is for seniors, some programs are also available for juniors or sophomores.
- Morning announcements when a deadline is close.
- Most colleges offer their own merit scholarship programs with varying qualifications for students. Students and parents should visit school websites, write, or call the college admissions or financial offices to obtain information on those programs.

How Do I Apply?

Students can apply for scholarships in a variety of ways depending on the criteria of the scholarship. Students can apply by:

1. Reviewing the criteria for various scholarships and selecting those for which the student feels he/she would qualify.
2. Finding the application online and submitting their completed application online.
3. Finding the application in the Guidance and Counseling Scholarship filing cabinet drawer and completing it manually or typed.
4. Students may hand in their completed scholarship application package to their Guidance Counselor or they may mail their application directly to the Scholarship Foundation.
5. Most colleges offer their own merit scholarship programs with varying qualifications for students. Students and parents should visit school websites, write, or call the college admissions or financial offices to obtain information on those programs. Some information is mailed to the high school Guidance and Counseling Office regarding specific college scholarships. Students should periodically check the newsletter and filing cabinet drawer for specific college scholarship information.
6. Scholarship applications requiring a counselor's signature and/or an official transcript must be submitted to the Guidance and Counseling Office **at least 15 school days before the deadline**. Students who need an official transcript must fill out a "transcript request release form" prior to receiving their transcript for scholarships. These forms can be found on the Ichabod Crane district website or in the Guidance and Counseling Office.

How Are the Recipients Chosen?

Recipients of scholarships and awards are chosen various ways according to the scholarship organization:

- Students may apply on their own and mail their own applications to the scholarship foundation, which chooses the recipient.
- An internal scholarship committee made up of high school faculty selects the recipient based upon the criteria given by the individual scholarship foundation. The candidate's name is then forwarded to the scholarship organization.
- Candidates are chosen based on criteria created by the scholarship organization.
- Specific colleges determine the criteria for the scholarships they offer and choose their own recipients based on the criteria. In some cases, colleges ask for a nomination from the school, where upon a scholarship committee made up of high school faculty chooses the student they wish to nominate for the scholarship.

ICC Local Scholarship Application

This application is a general scholarship application designated for several different scholarships given by local donors. A list of the scholarships that correspond with the application is located on the front of the application. These scholarships are awarded specifically to Ichabod Crane Seniors and awards are given out during the June Graduation Ceremony.

How is the application distributed?

The application is distributed to students in homerooms and mailed home to Ichabod Crane seniors who attend programs outside of the district. Dates for distribution and deadlines are listed on the Ichabod Crane District Calendar and website. A PDF copy of the local application is also available on the Ichabod Crane District website in early March. Local Scholarship Application information is posted on the scholarship newsletter in early March, put on the announcements and on the Ichabod Crane District website. Extra copies of the application are also available in the Guidance and Counseling Office in the scholarship filing cabinet drawer.

Who is eligible to apply?

Any Ichabod Crane High School senior is eligible to apply for the scholarships using the ICC Local Scholarship Application.

Application Procedure:

Students are to hand in their Local Scholarship applications to the Guidance and Counseling Office by the noted deadline. Completed applications are compiled and brought to a scholarship committee meeting mid-April. The scholarship committee is made up of teachers, administrators and counselors who choose the recipients based on the criteria for each award. Scholarship Recipients are notified at the Graduation Ceremony at the end of June. Recipients are handed an envelope with information regarding the scholarship they have been awarded and how to attain the funds. (It is the student's responsibility to submit necessary documentation on a yearly basis to the scholarship foundation if applicable to the award they have received.)

1/05/2011 A. DeAloe