Scholarship Prep Checklist

Deadline: December 2

PTK Scholarship Info: https://www.ptk.org/scholarships/how-our-scholarships-work/

PTK Scholarship App: https://scholarships.ptk.org/

PTK Scholarship Support Library: https://support.ptk.org/article-categories/scholarships/

Week of Sept 29 – Oct 5

☐ Mark **Dec. 2 deadline** on your calendar.

☐ Set up a folder (Google Drive, OneDrive, or binder).

☐ **Read through** the full application.

☐ Create a **scholarship resume:** list your activities, jobs, volunteer work, leadership, and family responsibilities.

☐ Check in with your advisor if there is an **earlier internal deadline** to be considered for All-USA nomination. If so, adjust your deadline and shorten timelines.

Week of Oct 6–12

☐ If you are missing an area on your scholarship resume (haven't held a leadership role, don't have much volunteerism, etc.), **now is the time to become involved**.

☐ Visit the **scholarship support library** and review the videos and written content in the FAQs, PTK Scholarship Application, and the Tips for Scholarship Applicants sections.

☐ **Brainstorm essay topics** (academics, leadership, involvement, goals).

☐ **Ask someone for a recommendation**. Include the instructions for the letter and your scholarship resume.

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Week of Oct 13–19

☐ Draft responses to **short answers.**

☐ **Share drafts** of short answers with someone for feedback (advisor, mentor, professor, tutor, writing center, etc.)

☐ **Check in** with your recommender.

Week of Oct 20–26

☐ Draft **longer essays**.

☐ Revise/finalize **short answers**.

☐ Start the online scholarship application, **working on the non-essay components**.

☐ Secure of a copy of your **unofficial transcript.**

Week of Oct 27–Nov 2

☐ **Share drafts** of longer essays with someone for feedback (advisor, mentor, professor, tutor, writing center, etc.)

☐ Upload/submit **your transcript**.

☐ **Check in** with your recommender. If they do not have a letter, consider asking when it will be ready or if you should ask an alternate recommender.

Week of Nov 3–9

☐ **Finish revising all written content** – short answers and essays.

☐ Schedule time for **feedback** (advisor, writing center, trusted reader)

Week of Nov 10–16

☐ Make **final edits to essays and short answers.**

☐ Upload your **Letter of Recommendation.**

☐ Review your application—does it show **academic strength, leadership, and involvement**?

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Week of Nov 17–23

☐ **Proofread** all essays and short answers.

☐ **Finalize the application** in the system.

Week of Nov 24–Dec 2

☐ Submit your application **2–3 days early**

☐ If you are being nominated by your college, **check in with your nominator.**

☐ **Send a thank-you note** to your recommender.

☐ **Celebrate—you did it!** 🎉