

Dear Applicants: Dear Counselors:

Please read the “Steps for EARCOS Margaret Sanders Scholarship (M.S.S.) Applicants and Counselors” found [here](#). These steps will help you navigate through necessary requirements for a completed application. Thank you.

**Scholarship Applicant’s
Checklist Steps
“Applicant Data Sheet”**

1. Complete “Applicant Data Sheet”.
2. List those colleges (or universities) to which you have already applied, or list colleges to which you plan to apply.
3. Make sure you, your parents, and counselor sign the application.
4. List those individuals who agreed to complete a recommendation letter for you.
5. Remember to give these individuals the “Confidential Reference Sheet”. This sheet explains the scholarship and responsibilities of those selected to complete a recommendation letter.
6. Submit all required materials to your counselor, who will deliver to the team, or individual responsible for selecting a finalist candidate from your school, which will be sent to EARCOS reviewers*.

* EARCOS Executive Director,
EARCOS Assistant Director,
Invited EARCOS educator consultant, and
Two annually appointed independent
International educators

**Counselor’s
Checklist Steps
“Applicant Data Sheet”**

1. Read the instruction packet for the M.S.S. Answer any questions about the “Application Data Sheet”.
2. Explain to the student applicant/s that the M.S.S. data sheet must be completed. A common college (or university) application does not substitute for the “Application Data Sheet”.
3. The college section may list those colleges to which the student plans to attend, or those to which students have already applied.
4. The applicant might ask you for the “Confidential Reference Sheet”, which should be given to those chosen to complete a recommendation for the student applicant.
5. Verify parent and student signatures. Sign the completed application.
6. Scan the completed application for inclusion in the digital folder. If the student is selected, as the school’s finalist, digital materials will need to be consolidated for distribution to EARCOS.

**Scholarship Applicant’s Checklist
Official Academic Transcripts**

1. Ask your counselor for your current official transcripts. They will be delivered to you in a sealed envelope, or your counselor will accept them directly for eventual scanning.

**Counselor’s Checklist
Official Academic Transcripts**

1. Request official transcripts from the registrar’s office. Scan these for inclusion in the digital application folder, which will be sent to EARCOS offices.

**Scholarship Applicant's Checklist
Portfolio**

1. Applicants must include an essay. The essay may not exceed three pages. Consult the "Directions for Applicants" item number two (02) for an explanation.
2. Portfolios may include other original work, which illustrates "involvement in the life of your school and community". Consult "Directions for Applicants" for complete explanation of what may be included.
3. Applicants may submit supporting portfolio materials, provided they are accessible through digital links, like Google Drive, Drop Box. These materials might include original video productions, which should be posted in YouTube. If you choose to use Power Point presentation they too, should be uploaded in Google Drive or Drop Box. The entire portfolio needs to be transferred to the final storage device, e.g. flash drive, compact disk, etc. along with other text materials.
4. Ask your parents, teachers, and/or counselor for advice regarding completion of your portfolio.

**Counselor's Checklist
Portfolio**

1. Verify that the applicant/s understand the requirement for an "original essay".
2. Explain that the portfolio may include supporting materials beyond the original essay.
3. Re-read the "Directions for Applicants" in order to answer applicant/s questions about the content of a portfolio.
4. Please assist the applicant/s to understand that all materials - digital and text - will need to be accessible in one file, which may be ultimately couriered via an electronic storage device, like a flash drive or compact disk to the EARCOS offices. Also, text materials, e.g. application, transcripts, recommendation letters, and original essay should be sent via courier. Such arrangements for courier delivery will only be organized for the one finalist applicant chosen by your "Awards Council", other group or individual.

**Scholarship Applicant's Checklist
Confidential Recommendations**

1. Remember you need three letters as follows: 1) from a current or former teacher /counselor; 2) from an activities coordinator, coach or other adult who has supervised an activity in which you have participated; 3) from any adult of your choice. You can learn more about these letters by reading the "Directions for Applicants".
2. You should have already provided those you asked to complete a letter with the "Confidential Reference Sheet". If you

**Scholarship Applicant's Checklist
Confidential Recommendations**

1. The applicant might very well ask you to complete a letter in support of their application. You may do so; this is your choice, of course.
2. Share the importance of the "Confidential Reference Sheet". It should be provided to the referee when the invitation is made to complete a letter of recommendation.
3. The letters are confidential and should be delivered by the referee to you or in

have not yet asked for letters; supply them with this sheet.

3. The letter is confidential, so it will be returned to your counselor, or in a sealed envelope, which needs to be included with your completed application.

sealed envelope. Of course, if you have multiple applicants, they will need to be read by the "Awards Council, or review committee.

Note to Counselor/ Individual Organizing the Delivery of the Completed Application

Instructions for Delivery of Finalist M.S.S. Applicant

Please send the Original Essay, Application Data Sheet, Official Transcripts, Three Letters of Recommendation and any other Portfolio materials via DHL, FedEx, (or other preferred courier service) to the EARCOS office.

In this courier envelope include a paper* version of the entire application package and a digital duplicate copied to a storage device, e.g. USB flash drive, compact disk (CD), etc. Finally, as a link, e.g. Google Drive, Drop Box, or attachment send via email this digital version to Bill Oldread at boldread@earcos.org

**We completely understand that some of the portfolio materials are only available digitally, e.g. videos, etc. and do not lend themselves to paper. Therefore, the digital version sent to us on a storage device assures the reviewers that they have all materials consolidated on a single source and easily available through out the review process.*

Application Deadline and Components

EARCOS is one among several regional educational services organizations submitting a student finalist nominee for M.S.S. United Way Suncoast, the sponsoring agency, establishes the mid-school year deadline, which is coordinated with the annual AAIE Conference in February, as the final selection for the scholarship(s) is announced at this time. United Way Suncoast identifies the necessary application requirements. EARCOS and other regional service organizations facilitate the distribution of scholarship guidelines, collection of requisite materials, screening and summary review of applications, and final recommendation to United Way Suncoast of an EARCOS region's finalist.

Announcement of Successful EARCOS Nominee

The successful EARCOS region nominee will be announced via email notification to the Guidance Counselor listed on the student application. EARCOS does not send individual notification to the finalist nominee or to the unselected applicants. All communications regarding status of applications are managed through the office of designated Guidance Counselor listed on the student application.