



MELISSA EDUCATION FOUNDATION

Class of 2021
Scholarship Application
Checklist

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

Important Notes & Checklist

- All documents can be downloaded and printed from melissaeducationfoundation.com/scholarships.
- Late or incomplete scholarship application will not be considered.
- Completed applications and supporting documentation must be turned in to Mrs. Stover in the MHS Office **-or-** emailed to kmaynard@melissaisd.org by 11:59pm on March 26, 2021.
- You can view the rubric used to score this application on melissaeducationfoundation.com/scholarships.

Application Process

1. MHS Counselor will submit your class rank and grade point average to MEF.
2. Go to melissaeducationfoundation.com/scholarships to download and print the application as well as other important forms.
3. Accurately and honestly complete the entire Scholarship Application.
 - Coaches and club sponsors will verify all membership and participation information that you provide.
 - For certain scholarships, MEF may require additional information, such as proof of military enlistment, college or other necessary data to comply with the conditions set by specific scholarships.
 - Your application must be printed **legibly**.
 - Completed application should be scanned and turned in to Mrs. Stover in the MHS Office (#A210) **-or-** emailed to kmaynard@melissaisd.org, no later than 11:59pm on March 26, 2021.
4. Teacher Evaluations (2)
 - You must make a request to two teachers **no later than March 19, 2021** in order to be considered for a MEF Scholarship. See website to download/print the teacher evaluation form.
 - Put your name at the top of each form and give the form as well as an envelope to the 2 teachers.
5. Personal Letter of Recommendation
 - Must be mailed to MEF, PO Box 185, Melissa, TX 75454 with postmark by March 26, 2021 - **or-** emailed to kmaynard@melissaisd.org by 11:59pm on March 26, 2021.

Essays

- All essays should be composed and edited on a computer.
- Please proofread carefully for content, spelling, grammar and punctuation.
- All essays must be submitted to kmaynard@melissaisd.org.
- **ALL applicants must submit the REQUIRED ESSAY.**
- Refer to Optional Essays section of website for requirements on additional essays.

Other Supporting Information

- Some scholarships may require additional information or supporting documentation.
- Email to kmaynard@melissaisd.org.