

November 19, 2018



Dear Johnston High School Senior and Family,

The Dragon Scholarship Fund, Inc. is a local, volunteer organization that raises funds and awards scholarships to Johnston High School seniors prior to graduation. Our goal is to give financial assistance to every JHS senior as they continue their education beyond high school. We believe every student deserves a chance to earn a scholarship, regardless of class rank, financial need, or ability. This letter is to notify you of the scholarship process and timeline.

Our organization is comprised of community volunteers. Through our Phone-a-Thon, annual dinner and auction, and other fund-raising events--as well as generous support from local businesses, civic organizations and memorials--we are able to fund these scholarships each year. Scholarships are in varying amounts and students will be notified in May 2019 of the amount of their award. All students are encouraged to apply regardless of the type of higher education they plan to pursue. All application information will be used only by the awards committee and donors funding specific scholarships and endowments. All information will be kept confidential.

You do not need to provide your academic achievements. With you and your parents' consent, the Johnston High School Counseling Office will supply your GPA to be included as a part of our evaluation process.

In order to qualify for and receive a scholarship, you must carefully follow the steps listed on the **"Six Step Process"** sheet included in this letter. **All of the steps must be completed for qualification of a scholarship or the scholarship will be forfeited.**

The following dates and guidelines will help you successfully complete the application process.

December 1, 2018: The Dragon Scholarship Fund Application will be available online to download, print and complete at www.dragonsf.org.

January 3-10, 2019: Sign up for an interview via *Sign Up Genius*. The link will be emailed to you through your jdragonmail account. Seniors are expected to keep track of their interview day and time. Interviews will be conducted by Dragon Scholarship Fund board members and will last approximately 5-10 minutes.

January 15, 16, 17 and 23, 2019: Interviews will be held on these evenings at JHS. Bring your completed application and teacher recommendation form to your interview. Teacher recommendations must be in a sealed envelope with the teacher's signature across the seal. Make a photocopy of the completed application as a backup. Arrive at the high school at least 10 minutes prior to your scheduled interview time and enter through Door 2 (Activities Entrance). Please dress up and present yourself in a professional manner.

Mid-May, 2019: Seniors will be notified of their award amount and details.

June 15, 2019: The final scholarship process form--**Policy and Institution Intent Form**--must be filled out online at www.dragonsf.org by this date. Without this, we won't know what school to send your scholarship dollars to.

We look forward to meeting you in the application process and wish you the best of luck in your future plans!

Sincerely,

The Dragon Scholarship Fund Scholarship Committee

Deb Hapgood
DSF Scholarship Committee Chair
ghapgood@msn.com

Bob Culbert
DSF Chair
bculbert.dsf@gmail.com

Johnston Dragon Scholarship Fund

6-Step Process

2018-2019

1. **Download, print and complete** an application form.
 - Beginning December 1, 2018, you will have access to the application via the Johnston Dragon Scholarship Fund website at www.dragonsf.org.
2. **Sign up for an interview via *Sign Up Genius*.**
 - All seniors will be emailed a *Sign Up Genius* link in early January 2019. Interviews will be scheduled for the evenings of January 15, 16, 17 and 23, 2019. Be sure to write down your interview date and time as a reminder.
3. **Bring the completed application and teacher recommendation form to your interview.**
 - Your application must be signed by a parent if you are under 18.
 - The teacher recommendation form must be submitted in a sealed envelope with the teacher's signature across the seal.
4. **Participate in the interview.**
 - Interviews will be held **January 15, 16, 17 and 23, 2019** at JHS.
 - Please arrive 10 minutes prior to your scheduled interview time. Enter JHS at Door 2 (Activities Entrance).
 - Check in.
 - Interviews last approximately 5 minutes.
5. **Receive a Graduation Diploma from Johnston High School.**
 - In May 2019, you will be notified of the scholarship and the amount of award.
6. **After Graduation, complete and submit the online form [Policy and Institution Intent Form](#), located at dragonsf.org.**
 - This form **must be completed by June 15, 2019**.
 - If a school has not been selected by this time, the form still **MUST** be completed. The student can contact the committee later if a change needs to be made.

Please note: All of the above steps must be completed for qualification of a scholarship or the scholarship is forfeited. There will be no reminders or variances. Dragon Scholarship Fund is not responsible for lost mail.

The Johnston Dragon Scholarship Fund Awards Committee reserves the right to disqualify an applicant from consideration of a scholarship if, in the discretion of the committee, the applicant's application is incomplete or fraudulent, or other circumstances relating to the integrity of the application process warrant disqualification.