

# APPLICATION PREPARATION CHECKLIST

**Your application must be received by the Foundation by 5 pm on February 6th.**

Ensure that BEFORE you complete the application sections below, you have the following information ready:

## ALL APPLICANTS

- **One personal essay REQUIRED (Section 3)** - Be prepared to upload a WORD or PDF file answering the question: **How have your academic aspirations and character been impacted by your activities, experiences, and relationships?** In answering this question, your essay should include information about the following as they pertain to you: goals and plans for the future; interests and activities that you feel are significant in your life; employment experience, including the use of earnings (if employment is through a family business, indicate whether compensation is received); and extenuating family circumstances or information including illness, job loss, or any additional circumstances. It is recommended that essays are approximately 1,000 words and should be formatted in Times New Roman 12-point font. **IMPORTANT NOTE:** Essays that do not answer the prompt may negatively affect the overall rating of the application. Original writing (with no AI generation) is the expectation.
- **Education History (Section 4)** - List ALL schools attended & # of years at each school plus the intended college major
- **Paid Employment History (Section 5)** - List company name, supervisor name, and supervisor contact info for places you've worked in the LAST 4 YEARS. (include self - employment)
- **Activities (Section 6)** - List in order of importance to you, all co-curricular and extra-curricular activities, volunteer and service involvement, religious and community groups, offices held, honors, and awards received. Do not include paid employment.
- **Parent/Legal Guardians (Section 7)** - List names, marital status, employer names, occupations, and current positions for each parent / legal guardian.
- **Siblings/Dependents (Sections 8 & 9)** - List names, ages, school year, and school name for each sibling of the applicant. If other people depend on your parents for financial assistance, list their name, address, and relationship to the applicant
- **Educational Financing Information (Section 10)** - Check with your parent/legal guardian as to how much they are contributing to the Tuition/Room & Board, Books and Other expenses. Indicate this information, and what your own contributions will be (aka. Self Help). Include dollar amounts to indicate what contributions will come from earnings vs. savings. Include information about schools and dollar amounts for any financial aid packages received, if applicable.
- **Additional Essays (Section 11)** - If you wish to be considered for scholarships that require additional essays and/or letters of recommendation, be prepared to attach them within.

## **HIGH SCHOOL APPLICANTS**

### **An official high school transcript (Section 12)**

- **SPFHS students** – You should have already completed a transcript release authorization through the guidance department. If you have, then the Foundation will obtain your transcript directly from them. If not, please check your Google classroom for the “SPFHS Scholarship Request Form” and complete it, or reach out to Teresa Carvalho at [tcarvalho@spfk12.org](mailto:tcarvalho@spfk12.org) with questions
- **Non-SPF High School students** - You are responsible for requesting that your **OFFICIAL** high school transcript be sent directly by your school to the Foundation at P.O. Box 123, Fanwood, NJ 07023 or emailed to [spfsfapplication@gmail.com](mailto:spfsfapplication@gmail.com)

**One letter of recommendation (Section 13)** - One letter from a teacher, professor, employer, coach, club advisor, counselor or other significant adult (excluding relatives) is **required**. The applicant is responsible for requesting that the reference email the recommendation letter to [spfsfapplication@gmail.com](mailto:spfsfapplication@gmail.com) under the subject "SPF Scholarship Foundation Recommendation Letter- Student Name".

- **SPFHS applicants ONLY**: The Foundation can acquire your recommendation letter directly from the Counseling office **IF** your reference has already submitted the letter for you through the Naviance system. **If not**, then the applicant is responsible for requesting that the reference email the letter to the Foundation at [spfsfapplication@gmail.com](mailto:spfsfapplication@gmail.com) under the subject 'SPF Scholarship Foundation Recommendation Letter- Student Name'.

## **COLLEGE APPLICANTS**

**An official college transcript (Section 12)** - You are responsible for requesting that your **OFFICIAL** college transcript be sent directly by your school to the Foundation at P.O. Box 123, Fanwood, NJ 07023 OR emailed to [spfsfapplication@gmail.com](mailto:spfsfapplication@gmail.com)

**One letter of recommendation (Section 13)** - One letter from a teacher, professor, employer, coach, club advisor, counselor or other significant adult (excluding relatives) is **required**. The applicant is responsible for requesting that the reference email the letter to [spfsfapplication@gmail.com](mailto:spfsfapplication@gmail.com) under the subject 'SPF Scholarship Foundation Recommendation Letter- Student Name'.

**ALL APPLICANTS APPLYING FOR NEED-BASED SCHOLARSHIP ELIGIBILITY (Section 14)** If you are applying for Need-Based scholarships, provide the email address of the parent/guardian who claims you on their tax return. The Screening Committee Chairperson will contact that parent/guardian for the required supporting tax documentation to verify your family's financial need status if it is not submitted with your application, or if further documentation is necessary. Should you qualify, you will be considered for all scholarships. If you do not meet the financial need status, **or if we do not receive the required financial documentation by February 13, 2026**, you will only be considered for non-need-based scholarships.

**\*\* Notify the Foundation of any change in your college major, school and volunteer activities, or family circumstances as soon as possible.** Should there be any additional questions, please email the Screening Committee Chair at [spfsfapplication@gmail.com](mailto:spfsfapplication@gmail.com).