



## Character Recommendation Checklist

1. Choose the person who can verify your character and participation within a project, club, or community service organization.
  - a. Coach, manager of organization, adult volunteer, and/or another teacher that is head of your club.
2. Choose the person that interacted with you the most because they know you the best.
3. Have a resume to hand them with a cover sheet.
4. Cover sheet should include:
  - a. Your name
  - b. Start date of when you joined, volunteered, or spearheaded a project, how many involved, and how many people were impacted. Example: 12 volunteers collected 400 lbs canned food for food drive.
  - c. Scholarship name
  - d. Scholarship due date
5. The actual description of the scholarship information that the person needs to fill out.
6. An addressed envelope with a stamp.
  - a. When addressing the envelope use the name of the person and the address of the organization or company.
7. If the scholarship requires an email address for an electronic submission:
  - a. Ask for the email address that they would like you to use.
8. Send a handwritten thank you note.
9. Follow up with a 2nd thank you note and a picture of you with the notification of the award.

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