**Scholarship Planning Project**

For this project, you will be setting up your own plan to apply for scholarships that you meet the requirements for. You will collect files and documents to do this. There are two options for completing this task.

1. **Collaborative Drives** – This option is valuable if you want to be able to work with your teachers and parents. You can share documents and get help with reviewing documents very easily.
2. **A USB flash drive** – If your school limits the access to a collaborative drive or file sharing, then a USB flash drive is a good way to bring the documents back and forth to school and home.

**Requirements**

1. Identify at least five scholarships for which you meet the requirements.
2. For each scholarship, create a folder in either a USB flash drive or virtual drive. Name that folder to correspond to the name of the scholarship.
   1. In each folder, create a document named **REQUIREMENTS** that lists with each of those requirements.
3. Create a folder called **ESSAYS**.
   1. In this folder, you will put any essay that you have written as a scholarship essay or for a class that could be used as content in a scholarship essay.
   2. Review the current essays in “Apply Texas” if you are planning on attending school in Texas.
   3. Include at least three different essays in your folder.
4. Create a folder called **RECOMMENDATIONS**.
   1. In this folder, you will file any letters of recommendations that you have been able to collect. These are best if they have been signed, scanned, and can be reprinted or sent digitally if needed.
   2. Include at least three letters of recommendation.
      1. A teacher
      2. An administrator
      3. A member of the community
5. Create a folder called **RESUMES**.
   1. In this folder, you will file a copy of your resume. Some scholarships will require different lengths. Therefore, if you create a new version, keep any copies in this folder and save with the name of the file relevant to the type of resume that it is (For example, “One-Paged Resume” or “Two-Paged Resume).
   2. Include at least one resume in this folder.
6. Create a **CALENDAR** to document the due date of each scholarship.
   1. If you are using a collaborative drive with a calendar app, you can make this in a shared Calendar that you can share with your family.

If you are using digital file share site or a USB flash drive, you can make a calendar in a table in a document, spreadsheet, or a calendar template for a slide.