

**Lacey Township High School**  
**Guidance Department**

**BEFORE YOU FILL OUT THE ATTACHED APPLICATION, PLEASE READ  
THE FOLLOWING INSTRUCTIONS.**

**IF YOU ARE USING THE DOWNLOADED VERSION OF THIS APPLICATION,  
BE SURE TO PICK UP THE SCHOLARSHIP LOG IN THE GUIDANCE  
OFFICE.**

1. Fill out the attached white general Student Application Form completely.
2. Write general essay and staple to the back of application packet. (See page 4 of the application for essay instructions.)
3. If SAT or ACT test have been taken, print out scores and attach.
4. Write special essays that are indicated on Scholarship Log or on the special application form required by some organizations. Be sure to include all information requested.
5. Fill out only one application where indicated and where organization has more than one scholarship offered. Select the scholarships for which you are applying on application where indicated.
6. Fill out School Activity Sheet and have it signed by the coach or the advisor of the activity listed in the correct year. If activity is not listed, add the activity at the bottom of the list.
7. Fill out Community Activity Sheet for every activity involved and have it signed by the advisor or person in charge for that activity. Extra forms are available in the Guidance Office.
8. List each scholarship applied for on the green sheet. You will only need one green sheet. (Double check that you have the scholarship application, required essays, required extra information if called for, and activity sheet for each scholarship listed on the green sheet; and make sure your name is on the green sheet.)
9. Make a copy of the completed general Student Application Form for each scholarship for which you are applying including one for the LTHS Scholarship Committee (listed as #1 on the green sheet). This includes:
  - (1) General Information Sheet
  - (2) Essay
  - (3) Summary Sheet of School Activities
  - (4) Community Activities Summary Sheet (one for each activity)
  - (5) If applicable, SAT and or ACT score reports(Only one copy of the green sheet is required)
10. Write the appropriate name of each scholarship on the line at the top of each application, and staple the entire packet with one staple.
11. If you are applying for the ROLLING THUNDER, ROTARY or the SOUTHERN OCEAN MEDICAL CENTER HEALTH CARE SCHOLARSHIP, fill out the **special application** required. Read the directions carefully and attach it on the top of the general Student Application Form. Staple them together. Applications are available in the Guidance Office.
12. STAPLE EACH PACK TOGETHER!
13. Take the entire packet of scholarship applications to the Guidance Office on or before Wednesday, February 15, 2017. It will be to everyone's benefit if you will attempt to get the applications into the Guidance Office as soon as possible. It is not necessary to wait until February 15th.

If you have any further questions, please ask your counselor.  
Thank you!