



# APPLICANT CHECKLIST

**APPLY:** Pick up a printed application in the employee break room at either the Clubhouse or the Rosewood or download and print the application at <https://www.acorn-scholarship.org/how-to-apply.html>.

Place your completed application in the Acorn Scholarship Fund lockbox. The black metal lockbox is located in the members' mailroom on the first floor of the Clubhouse near the lakeside entrance. The box is attached to the wall opposite the members' mailboxes, farthest from the hallway entrance and clearly marked Acorn.

**MEET WITH MENTOR:** After submission and eligibility determination, you will be contacted by a mentor to review your application and prepare for your interview.

**SUBMIT FINALIZED APPLICATION:** Submit your finalized application with any changes or additions by placing a printed copy in the Acorn lockbox described above.

**INTERVIEW:** If required, you will be contacted by a member of the Scholarship Committee to set up your interview. Be sure you know the exact time and place.

**SUBMIT BILL:** A member of the Scholarship Committee will notify you about your award. As soon as you have both your bill from the college/institute and the completed payment form provided by the Scholarship Committee, place them in the Acorn lockbox in the members' mailroom of the Clubhouse.

If you have any questions, contact your mentor or email the Mentoring Committee at [mentoring@acorn-scholarship.org](mailto:mentoring@acorn-scholarship.org) or the Scholarship Committee at [scholarship@acorn-scholarship.org](mailto:scholarship@acorn-scholarship.org).