



# 2024-2025 Margaret Sanders Undergraduate Scholarship

## Application Instructions and Checklist



### School Selection Process:

A school forms a selection committee with at least one administrator, one teacher, and an additional adult from the school.

The school selection committee uses the [2024-2025 Margaret Sanders Student Selection Form](#) to identify students who demonstrate financial need, academic ability, and a strong commitment to community service and improvement.

The school selection committee reviews the candidates and selects one (1) student from their school to apply for the scholarship.

The school selection committee notifies the selected student and invites them to submit an application.

### Student Application Process:

The selected student works with a counselor/faculty member to complete the student application, gather recommendations, and create a student portfolio.

- (1) [Student Application](#) (completed by Student; uploaded as a separate document).
  - (2) [Student Scholarship Portfolio Cover Sheet](#) (completed by Student).
  - (3) [Student Essay](#) (completed by Student).
  - (4) Three (3) [Student Recommendations](#) (added by Faculty; use the linked form).
  - (5) [Student Assessment Rubric](#) (added by Regional Executive Director).
  - (6) Student Transcripts (added by Counselor).
  - (7) Awards and commendations (include a total of 8 of the highest awards and achievements from grades 9-12).
  - (8) Current Student Photo (added by Student; uploaded as a separate file; jpg or png).
- Combine items 2, 3, 4, 5, 6 and 7 above into one PDF file to prepare for submission. Items 1 and 8 will be uploaded as separate files. See below.

### Instructions for Application Submission for Counselor/Faculty Member:

Once the student and school are prepared with all the required information and documents, a counselor/faculty member completes the form linked below, uploads the required documentation, and submits the application.

Complete this form: [2024-2025 Margaret Sanders Scholarship: Application Submission Form](#)

Upload the Student Application (**labeled: student name\_student application.pdf**)

Upload the Student Scholarship Portfolio (**labeled: student name\_student portfolio.pdf**)

Upload the Student Photo (**labeled: student name\_stuent photo.png or .jpg**)

Submit the completed application.

**The scholarship application submission deadline is November 15, 2024.**

If you have any questions about the application process or documents required, please contact Anna Santori at [anna@aaie.org](mailto:anna@aaie.org).