

1. School Counselor contacts scholarship donors to ensure participation for the current school year (October/November)
2. School Counselor and KHEAA Representative meet with all seniors during English classes and Gateway students to explain FAFSA, transcript requests, college application and scholarship application process for outside scholarship agencies. (October/November)
3. School Counselor and AmeriCorps Representative meet with students individually/small groups to complete FAFSA, college applications, scholarship applications, etc. Students will sign up for appointments. (November/December)
4. School Counselor and AmeriCorps Representative meet with students who did not sign up individually/in small groups to complete FAFSA, college applications, scholarship applications, etc. Students are pulled from elective classes. (November/December)
5. Local Scholarship Application (Google Form) distributed to all graduating seniors. (March/April)
6. Copies of Local Scholarship Application are distributed to donors who request to select their recipient(s). (Immediately following the application deadline).
7. School Counselor updates and runs the Promise Program Report in Infinite Campus to determine qualifying students for the scholarship. (After the 100th day of instruction) Students who accept this scholarship take a copy of their 2nd semester college/tech school schedule to the NIS Finance Office for award disbursement.
8. Invitations created/distributed to scholarship applicants and donors.

[2021 Scholarship Application](#)