

## APPLICATION PROCEDURES

1. Complete and sign the application, ensuring all sponsor signatures and eligibility elements, as well as supporting documents when required, are enclosed in a single package.
2. Transcript of applicant's high school GPA or the latest semester of college grades.
3. Proof of acceptance, enrolled or registered, in an institution of higher learning. This institution must be a recognized college, university or technical training facility.
4. The application file should contain a cover letter written by the applicant providing a brief history, education, career goals and any additional information the applicant feels should be considered pertinent by the Board of Directors. This letter should be typed, printed on a computer or legibly handwritten.
5. A recommendation from the sponsoring Detachment Commandant or Unit President, preferably based on an interview, advising the application review members of the reasons the applicant should receive consideration. An interview should evaluate such considerations as attitude, respect, patriotism, self-discipline, etc. A phone interview is acceptable.
6. The application must be postmarked by April 1<sup>st</sup>. Mail all application packages to the President of the Department of Colorado Scholarship Fund as identified in the current year Department Staff roster.
7. Application packages will not be returned.
8. Any of the selection board members can contact an applicant for further information.
9. Special circumstances for exceptions can be presented to the officers of the Board at any time.