



TO PREPARING FOR COLLEGE



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THE 5 STEPS TO PREPARING FOR COLLEGE

Tracking

Start tracking your student's activities as soon as they graduate 8th grade. Starting late? Don't worry. Read on!

STEP
01



STEP
02

Commitment

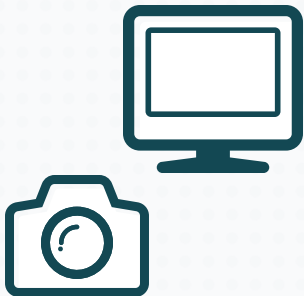
Make a monthly commitment to planning for college.



Information

Understand what information needs to be tracked.

STEP
03



STEP
04

Questions

Every month, ask yourself three questions about your goals and activities.



Storage

Keep a storage container for all of your student's achievements.

STEP
05



THE 5 STEPS TO PREPARING FOR COLLEGE

STEP
01

Tracking

Start tracking your student’s activities as soon as they graduate 8th grade. Starting late? Don’t worry. Read on!



You are officially considered a high school student as soon as you graduate from 8th grade. Anything you do after that day can be included on your high school resume for college and scholarship applications.



The ideal time to start planning is the summer before freshman year. A little planning over four years will make the transition to college less stressful and overwhelming.

Starting late?

Start making a list of everything you have done in high school so far. Organize all of this information before it’s time to start applying. You can also take advantage of the time you have left by identifying areas where you need to improve and setting some goals.

Bonus Tip:

Ask teachers, parents, employers, community leaders and even friends to help you recall what you have done during your high school career. It is amazing the things that are often forgotten that could be included on an application.

THE 5 STEPS TO PREPARING FOR COLLEGE Commitment

Make a monthly commitment to planning.



It is essential that the student and a committed adult schedule a time to meet each month to document the previous month’s activities. This could be a parent, guardian, teacher, grandparent, counselor or even a consultant.

STEP
02

This monthly meeting is the time to set and review goals. It will also keep you on track for important events and deadlines, such as scheduling standardized tests.

Action Item:

Pick a date and time each month that would be most convenient for you and your student to sit down for a planning session. Put a reminder in your phone or on your calendar, so that you don’t have to think about it again.

Just 15 minutes a month can make a significant difference in how prepared you are and it will reduce the amount of time and stress involved in the long run.

What will you do with extra time?

- Fill out more scholarship applications?
- Focus more on your studies?
- Raise your standardized test score another point or two?
- Have fun with family and friends?
- Get more involved in your community?

THE 5 STEPS TO PREPARING FOR COLLEGE

STEP
03

Information

Understand what information needs to be tracked for college and scholarship applications.

There are certain types of information that every application will require. Keep this in mind during high school so that you are effectively focusing your time and keeping track of all of your activities.



Write this down:

- Academics and Testing
- Extracurricular Activities
- Community Involvement
- Leadership Experience
- Honors and Awards
- Work Experience
- Resumes
- Essays and Personal Statements
- Letters of Recommendation

These are the sections you will encounter on a college or scholarship application.

Why is this important?

Planning in advance is the only way to ensure that filling out applications is not an overwhelming experience and that your applications are complete.

THE 5 STEPS TO PREPARING FOR COLLEGE Questions

Every month, ask yourself the same three questions.



Q1

Is there anything that has happened in the last month that could be included on a college or scholarship application?

This is how you make sure nothing gets forgotten! Any longer than a month and you'll start forgetting details or forget about the activity altogether, so this is essential!

Are there any upcoming opportunities that I should take advantage of that can then be recorded next month?

Q2

This is where you'll do some goal setting. Think about your level of involvement and interests. What can you do to ensure that your application will be complete? It will become clear after a few monthly meetings which areas need more attention.

Are there any pictures, certificates or documents that need to be saved? More about this on the next page: Storage.

Q3

Each month...

Discuss current goals and your plan to reach them.
Change or add goals if interests change or goals are reached.
Create or update a to-do list for the upcoming month.

**STEP
04**

THE 5 STEPS TO PREPARING FOR COLLEGE

STEP
05

Storage

Keep a storage container for all of your student's achievements.

Some applications will ask or allow for attachments. Having a designated storage container is a convenient way to keep all of these items organized for when you need to attach them to an application.



Examples..

Here are some examples of common attachments:

- Certificates
- Medals
- Ribbons
- Trophies
- Newspaper Articles

Even small samples of artwork should be kept - the items you store will depend on your student's interests and activities.

If an application allows for attachments, take advantage of that opportunity by including a picture or a copy of any of these examples. A copy of a newspaper article about your extracurricular activities or community involvement is a great addition.

Bonus Tip:

Having a central storage container will also help you recall experiences you may have forgotten to record!