

TO: SHS Crew Senior Members

From: Janice Heipler, Chair of the Scholarship Committee

Date: April 13, 2018

RE: Checklist for The Kenneth F. Burns Memorial Scholarship and  
The Irving James Donahue Jr. Memorial Essay Award

\_\_\_\_\_ **The Kenneth F. Burns Memorial Scholarship Application Checklist**

A completed application will include all of the following material:

- ✓ \_\_\_\_\_ Application Form Completed
- ✓ \_\_\_\_\_ SHS transcript and
- ✓ \_\_\_\_\_ Information request to be completed by the school administration  
(see last row on first sheet of the application form)
- ✓ \_\_\_\_\_ Scholarship Financial Form Completed
- ✓ \_\_\_\_\_ 3 Scholarship Recommendation Forms Completed
- ✓ \_\_\_\_\_ Essay from the Irving James Donahue Jr. Memorial Essay Award  
application automatically becomes part of The Kenneth F. Burns  
Memorial Scholarship application.

\_\_\_\_\_ **The Irving James Donahue Jr. Memorial Essay Award Checklist**

A completed application will include the following material:

- ✓ \_\_\_\_\_ Essay with Writer's Signature

\_\_\_\_\_ **Use the Envelope Provided:**

Place all application paperwork for both the Kenneth F. Burns Memorial Scholarship and for the Irving James Donahue Jr. Memorial Essay Award in the provided envelope with your name on it. Seal the envelope before giving it to Ms. Nelson or to another member of the Scholarship Committee.

\_\_\_\_\_ **Due Date:** May 11, 2018.

Please contact Janice Heipler with any questions at [janice.heipler@proforma.com](mailto:janice.heipler@proforma.com).

**Thank you for applying!**