



Medina County Board of Developmental Disabilities
**CONTINUING EDUCATION
DONOR SCHOLARSHIP**

Tips on completing the MCBDD Continuing Education Donor Scholarship Application Form

There is no magic formula for applying and receiving a scholarship. But these tips can start you on the right path.

- Be organized and stay on top of deadlines. Don't wait until the last minute to complete the form. All forms, letters of recommendation, and any other supporting documents are due in the Medina County Board of DD Administration Office by the deadline.
- Follow instructions carefully. Gather all pertinent documents and send in only what is requested.
- Proofread your application. Consider asking a parent, teacher, or friend to read your application for potential spelling and grammar errors.
- Keep copies of everything you send. If your application is misplaced, having copies will make it easier to resend your information quickly.
- Give as much detail as possible. Statements or summaries that leave questions in the minds of the reviewers will probably not be given as much credit as a well written and thoroughly explained paragraph. The reviewers are trying to get a sense of who you are and what you believe in. Make sure your activities reflect that. List all relevant activities and honors, but be selective, do not include the ones that are not significant.
- Don't be afraid to add additional pages, if necessary.
- When giving information concerning volunteering, explain what you did.
The following summary is too brief and does not tell us what you did
e.g. Special Olympics - 8½ hours
Dances - 3½ hours
- Typewritten applications are preferred, but handwritten applications are acceptable and should be legible and well organized. Neatness does count!
- ALL forms, letters, extra pages, and any other supporting documents should be submitted together, at the same time. Consider putting your name at the top of all documents in case they get separated during the review process.

GOOD LUCK !