

Havelock High School Scholarship Distribution Procedures

1. Information is updated on the scholarship spreadsheet maintained by the counselor and shared with others in the guidance office. Feel free to visit the counseling office to get a paper copy from our guidance office secretary.
2. Original copy of the scholarship application/information is filed in counselor's records for the purpose of duplication and points of contact.
3. Paper applications are displayed in the guidance office conference room for easy student access.
4. Announcement is placed in the Havelock High School daily announcements regarding the featured scholarship and deadline dates, which is also included on the main Havelock High School website.
5. Announcement is featured on the HHS counseling center website ([hhs-counselingcenter.weebly](http://hhs-counselingcenter.weebly.com)) and link is provided. The entire scholarship spreadsheet is posted here as well for easy parental access.
6. Featured scholarship is written on the white board in the front of the guidance office every few days, with application provided
7. Scholarship announcements are posted to bulletin boards throughout campus
8. If a scholarship is specific to a certain group of students, specific students and teachers are notified of the opportunity
9. Alert now message is sent to parents to inform them of a number of scholarship opportunities and pertinent dates.
10. Reminders about scholarship application procedures (deadlines dates, requirements, assistance etc.) are announced to students through the mediums above and a follow-up discussion is provided.
11. Individual student appointments are requested by the student/parent to meet with the scholarship coordinator to discuss specific opportunities available to the student.
12. Students who have registered with REMIND (online service that allows counselor to send text messages with pertinent information to student's cell phones) will receive scholarship information on a weekly basis.
13. College and University representatives visit HHS in the afternoon to meet with students (seniors) regarding scholarship information (processes, deadlines, requirements) specific to their school.

*Apply early to schools of choice to be eligible for more scholarship opportunities.

* If applying for financial aid, please visit FAFSA.gov to apply. FAFSA DAY will be Saturday, October 29, 2016 at Craven Community College.

*Check the Havelock High School website Daily at [hhs-counselingcenter.weebly](http://hhs-counselingcenter.weebly.com) (click More>Scholarships).

*Visit the CFNC.org website and click on the pay tab -grants and scholarships-choose merit-based/need-based- click the link at that the bottom of the page where it says "want to know more..." to view specific scholarships. This will take you a list of a variety of scholarships available to NC students.

*Register with studentscholarships.org and receive 3 new scholarship applications sent directly to your email every day!!