



## 2019 B-20 Leadership Scholarship Complete Application Checklist

Use this form to ensure that your application is complete and ready to be submitted. Applications will be considered incomplete if they do not follow the instructions and will not be reviewed.

- ☐ Complete online B-20 Scholarship Application
- ☐ Official High School transcript (**must** be sealed with high school stamp and/or signatory with title across the seal of the envelope by a school administrator)
- ☐ Two separate letters of recommendation, *both from educators*, specifically speaking to your abilities in the classroom, awards/accolades, type of student you are, etc..
- ☐ Letter(s) of recommendation *from a community leader(s)* specifically highlighting your leadership ability and commitment to community service (see eligibility requirements for complete details). Letter(s) must verify a minimum of 40 hours of service each year during your Junior and Senior years of High School.
- ☐ Copy of letter(s) of acceptance to an accredited college/university (if applicable)
- ☐ Essay Video (uploaded to your personal folder on dropbox.com and shared with spcbcbkny1927@gmail.com) – Please make sure you have read, understood and answered all components of the question(s). See the eligibility requirements for complete video submission guidelines. Failure to follow the guidelines will disqualify your application.
- ☐ Current photo (4x6 only)
- ☐ Professional resume which outlines your employment (and) volunteer experience over the last three (3) years from 2015-2018.

Direct all questions regarding this application to Ms. Monica Britton on  
718.257.1300 ext. 123 or via email on [mbritton@spcbc.com](mailto:mbritton@spcbc.com)