



Scholarship Application Planner

A printable system for searching, tracking, preparing, and submitting scholarship applications.

FOR STUDENTS

"For such a time as this." - Esther 4:14

Free to download, print, and use for personal scholarship planning. Never include Social Security numbers, passwords, tax returns, or full financial-account details in scholarship essays or emails.

1. Set up a scholarship system

- [] Create one professional email address and check it daily.
- [] Create folders: To Apply, In Progress, Submitted, Awarded, Not Selected.
- [] Prepare a short resume, activity list, unofficial transcript, and reusable story bank.
- [] Ask recommenders early and give them the prompt, deadline, resume, and submission instructions.
- [] Apply in small weekly batches instead of waiting for one perfect scholarship.

WEEKLY RHYTHM

Monday: find 3. Tuesday: verify eligibility. Wednesday: draft. Thursday: revise.
Friday: submit and save confirmation.

2. Reusable applicant information inventory

Education: school, expected graduation, intended major, GPA if requested

Activities, work, caregiving, service, honors, and leadership

Career goal and the community or problem I hope to serve

Three people I can ask for recommendations

3. Scholarship tracker

Scholarship	Award	Deadline	Status

For every submission

- ☐ Eligibility confirmed on the original provider's website
- ☐ Prompt and word count copied into my notes
- ☐ Materials uploaded in the requested format
- ☐ Submission confirmation saved
- ☐ Follow-up or result date added to calendar

4. Scholarship safety check

- Never pay an application or processing fee for a scholarship.
- Be cautious with guaranteed awards, pressure, and requests for bank login information.
- Verify the organization, official domain, contact information, and privacy policy.
- Do not email Social Security numbers, passwords, verification codes, or full tax returns.
- A legitimate scholarship may need financial information, but it should explain why and use a secure process.

REPORT A CONCERN

Pause before sending sensitive information. Ask a school counselor, financial-aid office, or trusted adult to review the opportunity.

Search trusted opportunities at portal.estherfundsfoundation.org/scholarships.