



## 2018 - 19 Janet Hedlund Scholarship Program • Frequently Asked Questions (FAQ) Sheet

### Getting the Application

**Q: Where can I get an application?**

A: You can get your application from the Counselor's Office at your school, or you can download it from the S.V.F.T. website: [www.svft.net](http://www.svft.net)

**Q: When I download the PDF of the application, I cannot type into the PDF. What should I do?**

A: You cannot type into the PDF. You will need to print and complete the application neatly in ink.

### Test Scores and Transcript

**Q: The college I plan to attend doesn't require that I take the ACT or SAT. Are these scores needed for this application?**

A: These test scores are **not** mandatory; however, you should include them if you have taken either one.

**Q: The instructions say to include my eighth semester classes. What if my transcript does not list my eighth semester classes?**

A: You must include your eighth semester classes with your application (the classes you are taking during your first semester of senior year); if they do not appear on your transcript, a signed letter from your counselor on school letterhead is acceptable.

### Essay

**Q: Does my essay need to be exactly 500 words?**

A: No, but your essay should be no more than 500 words.

**Q: Where can I find the essay question?**

A: The essay question is in the light blue box in the middle of page four. Your essay must be on this topic.

**Q: Does my essay need to be word-processed? What other instructions are there for my essay.**

A: No, but it must be neatly printed if it is not word-processed. Your name should be in the upper-right corner of each page of the essay, while the page number should be at the bottom of each page.

### Exhibits

**Q: Are exhibits a mandatory part of the application?**

A: No, exhibits are optional supplemental material.

**Q: What kinds of exhibits should I include with my application?**

A: Exhibits should emphasize your achievements in scholarship, leadership, athletics, dramatics, community service, etc. Examples of exhibits include, but are not limited to:

- Newspaper Articles in which you are featured.
- Certificates of Achievement in academics, music, drama, sports, service, etc.

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**Application Deadline: Friday, February 1, 2019**

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- Copies of Awards
- Letters of Recommendation
- Programs of Performances

Do not submit original documents, as your application will not be returned to you.

**Q: Do I have to include 10 pages of exhibits?**

A: No, you may include up to 10 double-sided pages of exhibits, but exhibits are not mandatory. The emphasis is on quality over quantity.

**Q: Can I include non-paper exhibits, such as CDs or DVDs of my work?**

A: No, do not send CDs, DVDs, or any other similar items. Judges will not consider any supplemental materials of this nature in reviewing your application, and these items will not be returned to you.

**Q: Does my activity sheet or resume count as an exhibit?**

A: No. Activity sheets, resumes, honors and award descriptions, essays, etc., do not count toward your total number of exhibit pages.

### Completed Application

**Q: Can I put my completed application in protective sleeves to make sure it is safe?**

A: No. Put your completed application directly in the three-hole clasps of your folder. Do not use any staples or paperclips. Place the sealed envelopes in the folder pockets.

**Q: How should I arrange my application materials?**

A: Your Transcript and Counselor's Report should be in sealed envelopes, which should be placed in the pockets of your folder. Your S.V.F.T. *Janet Hedlund* Scholarship Application should be hole-punched and placed in the clasps of your folder, followed by your Essay (*required*), Resume (*optional*), Activity Sheets (*optional*), Honor / Award Descriptions (*optional*), and Exhibits (*optional*).

**Q: I don't know where to drop my application off. Where do I drop it off?**

A: Your S.V.F.T. *Janet Hedlund* Scholarship Application must be dropped off at the Counselor's Office at your school no later than the due date (Friday, February 1, 2019).

**Q: Can I mail my application to the S.V.F.T. Office?**

A: You can drop off or mail your S.V.F.T. *Janet Hedlund* Scholarship to the S.V.F.T. Office if you so desire by the due date. The S.V.F.T. Office is located at: 931 Blanco Circle; Salinas, California 93901. However, it must be received at the S.V.F.T. Office by the due date.

**Q: How will I know if I have been awarded a scholarship?**

A: The S.V.F.T. *Janet Hedlund* Scholarship Committee will notify you by letter if you have (or have not) been selected as a scholarship winner no later than May 1, 2019.

**Q: Will my Application and Supplemental Materials be returned to me?**

A: No, so we strongly suggest that you make a photocopy of these documents for your record.

**Q: How do I get more information about the *Janet Hedlund* Scholarship Application / Program?**

A: Call the S.V.F.T. Office (831) 214-6449 with your questions or e-mail them to [president@svft.net](mailto:president@svft.net).

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