Scholarship Spreadsheet

- Create an Excel document that has the following fields: Name, Source, Open, Due Date, Amount, Status, Comments
- Use the spreadsheet to track all scholarships that come to your attention
- Have a system for identifying the scholarships that you have applied for. There is a sample spreadsheet in the "Things to Do" section of the website
- Using a colour legend will help you to track the status of various scholarships
- Keep all scholarships on your spreadsheet, including those which you are ineligible for; simply strike-through the inapplicable scholarships so that you know not to research it later on
- **NOTE:** When a school nomination is required, it is important to have the 'due date' at least a month before the due date