**John and Judy Woodruff Scholarship**

*Application Instructions*

1. **Download and save the Application PDF file.A**
2. **Open the saved PDF file and complete the form in its entirety.B**
3. **Review the form for completeness and accuracy.C**
4. **Save the completed form to your computer.**
5. **Either click the link at the bottom of the form or start your own email.**
6. **Insert a subject line like ( [Your Name] Scholarship Application )**
7. **Insert any brief comments you wish to make in the body of the mail.**
8. **Attach the completed Scholarship form.**
9. **Attach all other documentation that is required.**
10. **Attach any optional documentation you believe will be of additional support for your application.**
11. **Send the completed email to** **JJWScholarship2021@yahoo.com**
12. **If you have questions, you may address them to the same email.**
13. **If you are not able to complete the form electronically, your school Guidance Counselor has the information necessary to submit the form by US mail.**
14. It is recommended that you make unique names for your Application and each of your attachments. For example, you might use [YourName]Application and [YourName]Transcript.
15. Be sure to insert a digital signature. If you haven’t created one, your computer should create a default signature for you when you click on the signature box.
16. If performances were cancelled during the Spring of 2020 due to the virus outbreak, you may treat your involvement as if the performances had taken place.