FFA | CHECKLIST

FFA Scholarship Application Checklist

Scholarship application checklist for FFA members covering essays, recommendations, transcripts, records, and deadlines, so students and their advisors can confirm each part is ready before they submit complete applications to the sponsoring organization.

Farm / unit: _____ Date: _____ By: _____

ITEM	OK	FIX	N/A
Find scholarships that fit your plans	☐	☐	☐
Read each set of instructions	☐	☐	☐
Note each deadline on a calendar	☐	☐	☐
Request recommendation letters early	☐	☐	☐
Gather transcripts and records	☐	☐	☐
Draft and edit essays	☐	☐	☐
Complete every form field	☐	☐	☐
Check for needed signatures	☐	☐	☐
Keep copies of everything sent	☐	☐	☐

NOTES / REPAIRS NEEDED

TIP Ask recommenders at least a few weeks ahead and give them a summary of your activities.