

## **CHECK LIST FOR SCHOLARSHIP APPLICATION**

1. Fill out upper box on page 2 of the application – SPONSOR INFORMATION
  - a. Item one is the name of the sponsor, not the applicant
  - b. Item two is the relationship to the applicant (spouse, father, grandfather, or great grandfather)
  - c. Item three—fill out to the best of your knowledge. The NAAI Secretary in some cases can insert the information from our data base.
  - d. Item four, fill out to the best of your knowledge. The NAAI Secretary will be able to verify.
  - e. Check the applicable submarine.
2. Send page 2 to the NAAI Secretary for verification and return to you (Pages 1,3, and 4 need not be sent):

Mr. Tommy Robinson, Secretary NAAI  
2115 Opdal Road E.  
Port Orchard, WA 98366-8306

**DO NOT SEND ANY PART OF THE APPLICATION TO THE DOLPHIN SCHOLARSHIP FOUNDATION WITHOUT PAGE TWO BEING VERIFIED AND SIGNED BY THE NAAI SECRETARY.**

3. While waiting for page two to be completed and returned to you.
  - a. Complete page three
  - b. Complete page four
    1. Compose your essay
    2. Obtain required transcripts ( Send as required on page one)
    3. Recommendation letters—list name of persons who will be submitting their recommendations. Present pages 5, 6, and 7 to the person you are asking for comments. The case # is for DSF but you should place your last and first name at the top of the sheet. I also recommend that you give them a stamped addressed envelope without a return address (they can place their return address on the envelope). The envelope should be addressed to:

Dolphin Scholarship Foundation  
4966 Euclid Road, Suite 109  
Virginia Beach, VA 23462

4. When page two is verified, signed, and returned to you:
  - a. Send the completed application, including page 2 and all supporting documents to the above address. GOOD LUCK!