

**SUBMISSION CHECKLIST
FOR
WEBBER TRUST UNDERGRADUATE STUDY APPLICANTS**

Please read this list of items carefully. Failure to follow these instructions exactly can make your application ineligible for consideration. The Webber Educational Grant Committee is not responsible for informing you that your application packet is incomplete. Your application packet envelope must show a postmark of **the last Friday in March** or earlier for your application to be considered in the first round of funding decisions.

1. Download a copy of the "[Application Form](#)" and three copies of the "[Recommendation of Applicant to Webber Committee](#)" form. These links appear just below this one on the Webber Trust Homepage.
2. Fill out the top of the "[Recommendation of Applicant to Webber Committee Form](#)." and provide a copy of this form to three people you ask to serve as a reference for you. You **MUST** ask two teachers (one should be a Family and Consumer Sciences educator if there is one at your school) and either a religious or community leader. Be sure that each of your reference writers knows his/her letter must be given to you by **Wednesday before the last Friday in March** so you can include the recommendation envelopes when you mail your completed packet.
3. Obtain an official copy of your high school transcript(s) and if you have completed course work beyond high school, then your community college or university transcript(s). These transcripts must be in a sealed envelope.
4. Obtain a copy of the program(s) of study you wish to pursue or are considering. If you plan to attend a community college and then transfer to an Arizona university, attain a copy of the program of study at the community college and at the university.
5. Complete the [Application Form](#). Use a pen with black ink, a typewriter with a new ribbon, or a computer printer to ensure that legible copies can be made. Answer every question using excellent English grammar. If a question is not applicable, be sure that you have written "NA" or "not applicable" in the blank space. Limit your answers to the space provided.
BE AWARE THAT THE COMMITTEE IS HIGHLY INTERESTED IN YOUR ANSWERS TO ALL ESSAY QUESTIONS. Please write them carefully. The Committee recommends that you work closely with your English and/or Family and Consumer Science educator.
6. Make five (5) legible/readable copies of your assembled application comprised of a) your completed Webber Grant Application form and b) program(s) of study you plan to complete.
7. Mail your original completed application, the five (5) legible copies you have made of it, three sealed envelopes containing completed recommendation letters, and the sealed envelope(s) containing your transcript(s) to Julie Villaverde, 3550 E. Mecate Rd., Tucson, AZ 85739 on or before the **last Friday in March**. **NOTE: Do NOT** send Certified nor with a Signature Confirmation request. You may send Express Mail with signature waiver or Regular mail with delivery confirmation (if you wish).

If you have questions email Julie Villaverde at webbertrusts@gmail.com .
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