

THE LIGHTFOOT FOUNDATION

U.S. Bank
P.O. Box 7928
Boise, Idaho 83707
(208) 383-7215
Fax (208) 383-7171

SCHOLARSHIP INSTRUCTIONS

Your application must be complete, mailed to the address above, and **postmarked by April 15** to be considered.

We encourage you to mail your scholarship application to us via “certified mail” with “return receipt” in order to ensure that there is proof of timely mailing. Please keep Post Office receipts for your records, as this will be the only acceptable proof of mailing.

APPLICATION INSTRUCTIONS

Please use the appropriate application as follows:

First Time applicants attending a 4 year college, use the “Scholarship Application For a 4 year College/University” form;

First Time applicants attending a 2 year college, use the “Scholarship Application For a 2 year College” form;

First Time and Renewal applicants for a Trade or Vo-Tech school, use the “Scholarship Application For a Trade/Vo-Tech School” form;

Renewal applicants for both a 4 year and a 2 year college, use the “Scholarship Re-Application” form.

Due to the increase in applications received year over year and in order to speed up the pre-screening process, the Lightfoot Foundation requests all applicants follow the below procedures:

Submit **ONE complete** application package including all required attachments (See applications for a list of required attachments.) **Do not send items separately to the Foundation;**

Do not use staples;

Do not insert applications into folders or plastic covers;

THE LIGHTFOOT FOUNDATION

U.S. Bank
P.O. Box 7928
Boise, Idaho 83707
(208) 383-7215
Fax (208) 383-7171

(APPLICATION INSTRUCTIONS, CONTINUED)

Attach page 1 and 2 of the Federal Form 1040 along with **all W-2's (PLEASE COPY W-2'S ONTO A FULL SIZE SHEET OF PAPER)** of both parents or guardians (whether or not your parents claim you as a dependant) if they provide **any** financial support. All other Schedules and State tax information is not used or needed. If you filed a tax return, attach page 1 and 2 of the Federal Form 1040 or page 1 of the Federal 1040EZ along with **all W-2's**. If you did not make enough to file, attach all W-2's or a statement stating that you did not work in the current tax year. (Your application will be considered incomplete if W-2's are not attached.)

Do not open the envelope of your official transcript. Doing so makes the transcript unofficial, which may cause the application to be considered differently. Unofficial transcripts cause your application package to be considered incomplete.

Please remember to check all of the required attachments listed on the applicable application. If one of the items listed is missing from your application, it will be considered incomplete.