Dear Scholars,

Welcome to Sundae Sunday Workshop #4! Last week, should have finished our essays and researched what financial aid documents we needed to ask our parents for. We are going to organize our applications/application materials, identify teachers for letters of recommendation and make sure we are completely up to date on Sundae Sundays 1-3!

**Objective(s):**-E-mail Ms. Holland a list of the letters of recommendation you need, who they should be from and what schools they are going to.   
-Organize your file folder into manila envelopes that we will be mailing in 2 weeks!   
-MAKE SURE that everything we have worked on up until now is done (essays are checked, school list is finalized, etc.

**Agenda**:  
1. Please retrieve your file folder from the crate.   
  
2. Please go to each of your pre-college websites and identify whether you need a teacher to write you a letter of recommendation. Please write all of the information down in an e-mail that you will send to me before you leave.   
  
For the e-mail:  
The subject line should read: <insert your **Last Name> Letter of Recommendation Requests**🡪 The e-mail should look like this:  
School #1  
This school is requesting 2 letters of recommendation; they should be from an English teacher and a math teacher. Letters of recommendation should be submitted electronically.  
  
(This is an example of the kind of information you should give—you should not simply copy this into an e-mail. For all three of your schools, you want to provide Ms. Holland with as much information as possible so she can get those letters of recommendation for you. Also, where it says “school,” you should actually write the name of the program/the school.)

3. Please come get 3 large manila envelopes from the table. On the inside flap of the envelopes, write one name of each school. You will be using these envelopes to prepare for mailing in 2 weeks!

4. Go through your file folder and separate your papers; organize the papers into which envelope they belong in.

5. On the inside flap of your file folder (the yellow or red one) please write a “mailing checklist” for each of your schools. If you printed out a checklist, you can simply staple that to the inside of your folder.   
  
The Mailing Checklist should include:  
-Name of school  
-When the application is due  
-What financial aid documents you need  
-The application (ONLY if you can print it out!)  
-How many letters of recommendation you need  
-Your completed essays (double check to see which essays are required for which program)