



Teachers Test Prep “Pass the Torch” Scholarships: Application Checklist

Each year, dozens of applications are disqualified because candidates make simple errors. To help avoid this, complete the following checklist before submitting your entry.

(Note: You *don't* have to send this form in with your entry – it is just provided for your convenience.)

CHECKLIST OF TASKS	TICK WHEN DONE
Entry form	
Sign your application form on page 3. (Typed signatures will NOT be accepted.)	
Answer <i>every</i> question.	
Look at your application form on a different device to ensure the formatting looks right and all the answers are visible. (If it doesn't look right, try saving it as a PDF.)	
Video	
Make sure your video is 6 minutes or less . (Check the length <i>after</i> you have uploaded it – some sites add additional seconds which may put you over time.)	
Obtain permission from ALL people shown in the video, including in photographs.	
If children are shown, obtain written permission from all parents or legal guardians. (You do not have to send this in with your application but must have it available if we request it.)	
Email your video to a friend or family member to confirm it can be accessed by an outside party.	
Play your video on a different device to the one you recorded it on so that you can check the sound (e.g. If you recorded on your phone, check it on a computer.)	
If you are using images, music or other content that you did not create, make sure that your usage follows copyright and intellectual property laws.	
Save your original video somewhere safe. If you are selected as a finalist, you will be asked to provide the file.	
Emailing in your entry	
Make sure you have attached your application form and included the link to your video.	
Email in your entry BEFORE July 31, midnight PST .	
END OF CHECKLIST	