

TIPS FOR COMPLETING A SUCCESSFUL OSAC ACTIVITY CHART

1. Read and follow Activities Chart Instructions carefully.

There is a template available on the OSAC website (www.getcollegefunds.com/eapp_activities.html) or you can create an electronic application that will allow you to fill in your Activities Chart electronically through their system. That system does have formatting limitations as well as a limit to the length of your descriptions.

You may also choose to create your own chart. If you do, make sure to include the following:

- Name, last four digits of Social Security Number, 5 digit eapp number at the top
- Only one page (can be portrait or landscape) but must have at least 2 inch margins
- No smaller than 10 font

2. Brainstorm with friends/parents all activities you have been involved in: school activities, service in the community. Include volunteer help as part of a group (like scouting or 4-H), a school or church project, etc. Sort the list according to the sample chart. School/Family/Community Activities and Volunteer Service may overlap. Sort so that you show activities under both sections.

3. Do a draft activity chart first. Put in everything you came up with in your brainstorming sessions. If it goes over one page, fine. You will edit later.

4. Give the approximate dates and time spent in each activity. Do your best to come up with an estimate. This may take some thought on your part if the activity was a while ago.

5. Spell out acronyms (i.e. PTK should be Phi Theta Kappa) the first time it is used unless it is very widely known (i.e. 4-H).

6. Use action verbs to describe briefly what you did; pinpointing activities like organizing, leadership, decision making, or special recognitions.

7. List jobs you've held. (Paid or Unpaid)

8. Only go 5-7 years back unless you have something that relates to your education/career goal (i.e. you want to go into nursing and volunteered as a candy-striper in high school).
9. Try for at least three activities per area.
10. SELL yourself in the Responsibility/accomplishment area. For each activity or job, use this section to describe what you did, what your responsibilities were. Specify any leadership or decision-making roles.
11. Now, do your final editing. Choose a format that is easy to read.

GOOD LUCK!!!!