



Guide to EBERLEIN Scholarships

What is Shawano Dollars for Scholars?

Shawano Dollars for Scholars® is a locally run, non-profit, organization promoting post-secondary education by providing local scholarships to graduating seniors from Shawano, Wisconsin. Established in 1996, Shawano Dollars for Scholars has awarded thousands of scholarships. We are part of a network of over 500 affiliates of the Scholarship America Dollars for Scholars program.

The Shawano chapter of Dollars for Scholars expands the opportunities of Shawano high school graduates by working in partnership with organizations, businesses, and individuals to raise funds for graduates seeking scholarships. Scholarships are awarded in a fair and objective manner to deserving students.

Who qualifies for a scholarship?

The Eberlein Second Chance Scholarship is in honor of the Honorable Michael G and Mrs. Joanne S Eberlein, this award provides individuals a "Second Chance" to complete an education for improved employment. Intended for vocational, technical and two-year programs. Applicant must have resided within Shawano School District for most recent 3 years; obtained a High School diploma, G.E.D./HSED or equivalent; applied to and been accepted to an accredited post-secondary institution of higher learning; has not received a previous award from Dollars for Scholars; has identified an occupation with employment opportunities and has a plan for completing education is required. If you do not qualify for this scholarship, you may qualify for the New Vision Scholarship. (Shawano Dollars for Scholars currently does not offer scholarships for those who have already received a bachelor's degree)

How do I apply for a scholarship?

The best news is you just have one profile to fill out and you can fill this out at any time. Your profile is filled out using Scholarship America's online tool, ChapterNet. Please note that your personal data is highly secure and only a small number of Shawano Dollars for Scholars Board Members will have access to your data for the purposes of scoring and awarding scholarships.

Completing and Applying for Scholarships

Dollars for Scholars Awards are competitive. To give yourself the best possible chance to win a scholarship, you must fill out an online profile completely and accurately and submit your profile during the application process for scholarships.

There are three steps in the application process:

- 1) Set up your initial profile account, unless you already have one. Don't create a duplicate.
- 2) Complete your Profile. The more you fill out the more points you can receive, however it does not have to be 100% to apply. (Not everything applies to everyone, so if you are at a percentage below 100%, it's ok)
- 3) Apply for Scholarships when they open. Check online at <https://shawano.dollarsforscholars.org> for all important dates.

Please notify us at shawano@dollarsforscholars with any questions or help before the deadline!

Step 1. Directions for Starting a Student Profile

- Go to <http://shawano.dollarsforscholars.org>
- Click on the grey “Student & Parents” tab near the top right hand corner. Then scroll near the bottom of the page and click the maroon button that says “Click Here to Login”
- To create a new account, click the link after “If you don't already have an account, please click here”. **MAKE SURE YOU USE A VALID EMAIL ACCOUNT THAT YOU CHECK OFTEN.** You can set up a free email through vendors such as gmail or yahoo mail. All-important announcements, reminders and deadlines will be sent to this email account. We highly recommend adjusting your spam/junk mail account to accept emails from our email account: support@scholarshipamerica.zendesk.com . All-important emails will be sent from this email address. Note that the name of the person sending the email may be from anyone on our Dollars for Scholars Board.
- Enter “Shawano Community High School” in the High School Name box and you will see the high school appear below. Click “Choose This School”. **YOU MUST SELECT THIS OPTION TO APPLY FOR ANY SCHOLARSHIP WITH OUR CHAPTER.**
- You will then fill out your basic information. Anything with a double asterisk (**) is required to complete the profile. Hint: for city, enter “Shawano”. For School District enter: “Shawano Community School District”. When district shows up, click inside circle to select.
- Make sure your address, phone number and email address are accurate. Remember only a small number of Shawano Dollars for Scholars Board Members will see this information. It is not public information.
- Make sure to check the box authorizing your understanding of how your data will be used.
- Click Submit.
- You will then be sent a message to your email inbox with your temporary password. Open your email to retrieve your password. If you don't see the email, check your spam or junk mail folder. If you don't receive the temporary password email, click gray support tab to the left of the login screen OR call 877-900-8201 for assistance.
- Go to public.dollarsforscholars.org and log on with your email address and your temporary password.
- You will then be asked to set your password to something you will remember for future reference. Keep this in a handy place. You will need to log back into your account several times during the application process.

Step 2. Directions for Completing a Profile

After you log on with your email and new password, you will see the Dashboard page. The Dashboard is your summary of your profile completion and your scholarships. This is your home page. Your next task is to work on completing your student profile. Under My Information bar: you will see a “Click Here” button to work on your profile. Click this button to begin. **REMEMBER DOLLARS FOR SCHOLARS SCHOLARSHIPS ARE COMPETITIVE AND IT IS IN YOUR BEST INTEREST TO BE AS SPECIFIC AND ACCURATE AS POSSIBLE.** When your application is scored, it is based on information you entered on the profile.

Anything with a double asterisk (**) is required to apply for scholarships by the ChapterNet System. Some of the other fields are required by our scholarships as well. Please read through these instructions for what is required. There are several sections to the profile. You can “save and continue” as you go, and you can save and come back to at a later time to complete your profile. Save and continue will bring you to the next section OR you can click to the left side menu to skip ahead to the parts of the profile.

Directions for Student Profile Fields to be completed for Shawano Dollars for Scholars

These are the fields that should be **UPDATED and Filled out completely** before you submit your profile to a matched scholarship. **Each number corresponds to the left-hand menu on the student dashboard. REMEMBER TO CLICK SAVE AND CONTINUE AS YOU MOVE THROUGH THE PROFILE TO SAVE YOUR INFORMATION.**

- 1) **Basic Info:** any field that has a **

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- 2) **Additional Info: Demographics:** any field that has a **
- 3) **Additional Info: Other Information:** Not required, you can leave it blank
- 4) **Schools: Grade Level:** any field that has a **
- 5) **Schools: High School Information:** any field that has a **
- 6) **Schools: College Information:** Intended College 1; Intended College App Status 1; What type of post-secondary institution (if any) are you attending/plan to attend? Intended/Current College Major 1; Student will be enrolled
- 7) **GPA:** any field that has a **. For GPA, enter your College Cumulative GPA (not just your last semester) We do prefer that you use the Spring grades that you would have just received, however, if they have not issued before the deadline of June 1, please enter GPA for Fall grades. You will need to attach your transcript to the Documents Section of the profile. It does not have to be an official transcript, you may use your unofficial transcripts from your school's website. If you have not started schooling yet, and will be going into your first semester, click on I don't have any GPA Information because my school does not calculate GPA, click save and continue.
- 8) **Rank:** answer "no" to "does your high school rank students?", as this question is required, but we do not score it for this scholarship. Click "Save and Continue"
- 9) **Test Scores:** These are not used to award the EBERLEIN Scholarship, just click on Save and Continue.
- 10) **Activities:** When you get to the Activities section, it is very important you be as specific as you are able. Each of these should include volunteer activities. Each activity should be entered separately. For number of years, it should be for the last 5 years. Click the green plus (+) sign at the top to indicate you have activities to enter. Click "I don't have any activities to enter" if you don't have any activities. Here are some tips:
 - i. For Awards, Honors, Offices include things such as section or state qualifier honors, special awards or recognitions, captain, offices such as President, Treasurer, held etc. Keep clicking green plus to add in Awards, Honors or Offices. For example, if you were a section qualifier in swimming this past school year, while you were attending college, you would have one entry under awards, honors, activities.
 - ii. For Community Service, this is anything you did in the community for which you were not paid or compensated. It was a volunteer position. Remember to list each service opportunity separately to maximize your point scoring.
 - iii. Once you have entered an activity, click Save and Add Another activity until you have completed all your activities. When completely done with all activities, click Save.
 - iv. It is worth the time and investment to enter as many of these as you are able and to be specific.
- 11) **Awards:** this section records all financial and academic/merit awards NOT tied to a specific activity that were received in the last 5 years. For example, making the Dean's list/Honor Roll, winning other financial scholarships or monetary money. Click green plus (+) sign to enter awards or click "I don't have any awards"
- 12) **Employment:** this section records any employment you held during the last 5 years. Click green plus (+) sign to enter employment or click "I don't have any employment"
- 13) **Documents:** If you use your FAFSA EFC score, you will need to attach a copy of your FAFSA score here. You can print the SAR page, (the last page that shows the EFC#) to a .pdf file and attach here. We will need this to confirm the EFC # that you will enter in the Financial Section. You will also attach the copy of your College Transcript here, if you have one. (You may use an unofficial copy.) If you do not have a FAFSA Score or recent college transcript, then you would not attach anything to this section.
- 14) **Parent/Guardian Info:** This is not required for the EBERLEIN Scholarship. You can enter information if you would like, but it will not be used. You can just click on "I choose not to include my parents information"
- 15) **Financial Info:** Shawano Dollars for Scholars does not require you to enter financial information. You can enter your FAFSA EFC number. If you do so, then also make sure to attach a screen shot of your SAR page from the FAFSA showing the number you have entered in this screen. If you did not complete the FAFSA, you can click on "I do not wish to include financial information" It will state "You have elected not to include financial information and agree that you will be ineligible for all scholarships requiring need." Click, Save and Continue, and in the essay section, you can explain your financial need in the "Unusual Circumstances Essay"

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16) Essays: The **Goals and Aspirations Essay is REQUIRED for our scholarships.** Be as specific as you can in stating your goals and put some time and effort into a well thought out essay. The Unusual Circumstances Essay should only be filled out if you have a unique or unusual circumstance that you want the awards committee to know about. For example: a health issue, an extreme family situation (job loss, homeless, death in family, etc).

17) References/Transcripts: Reference Request: You are also not required to have a reference, but it is recommended that you get 1 reference from a teacher/employer/coach/activity leader. It may not be a relative or friend. In addition, your counselor will not serve as a reference. Click green plus (+) sign that says, “add reference information”. Enter the name and contact information of the reference. Your reference will be sent an email with an online form to complete their recommendation. **You should make sure that your reference knows you have requested this and you should complete this step at least two weeks before the deadline to allow time for your reference to complete his/her recommendation!**

Now click on “Save and Look for Scholarships”

Step 3: Applying for Scholarships

You should be asked some qualifying questions after you clicked on the Save a Look for Scholarships.

Based on these answers, it will show which scholarships you qualify for. If you have exited out, and are logging back in, on your dashboard page, look under the Yellow bar: My Scholarships. “To Search and Submit to scholarships or accept scholarships you have been awarded”. If you matched to any Dollars for Scholars Scholarships, they will appear.

The EBERLEIN Scholarship requires you to click on the “Questions” box located next to the scholarship. You will then need to answer the following questions to be eligible: Which School have you been accepted to? Which course of study are you planning on pursuing? Where do you plan on seeking employment after you complete training? Please outline the costs for your education and the amount of money you seek from Dollars for Scholars. Please remember the maximum amount is \$5000, and we require specific amounts. For example, Program cost is \$3000 for tuition, \$500 for Books = total requested is \$3500) Also note, we do not provide for transportation costs, housing or food. What kept you from pursuing an education beyond high school previously?

You should only submit to scholarships when all of Step 2 above is finished and you completed your profile. Once you submit, your profile cannot be changed for the purposes of scholarship application.

The Screen will refresh, and under Scholarships, it will say “You have no unsubmitted Scholarship Applications at this time” AND under the Scholarships I’ve Applied for, you should see the scholarship that you have applied for. *****You will also receive an immediate e-mail stating your application has been received.*****, if you do not – go back over the instructions again or contact us – don’t wait till the last day!

Please notify us at shawano@dollarsforscholars with any questions or help before the deadline!

Frequently Asked Questions

What if I forgot my username and password?

The fastest way to get help is to click the grey "Support" tab on any page you are working on.

How do I get help if I am having trouble?

The fastest way to get help is to click the grey "Support" tab on any page you are working on.

How do I contact the local Dollars for Scholars chapter?

If you have any questions about applying for scholarships, you can contact your school counselor who can reach the Dollars for Scholars group.

What if my email address changes?

Once you log into your profile, near the top of the page it will have a grey button that says "Click Here" to change your email address.

What happens if I miss the application deadline?

Then you will not be eligible for our scholarships. Best advice is to start early to make sure you have plenty of time to complete the steps.

If I apply, will I automatically get a scholarship?

No. Dollars for Scholars award are competitive. With that said, we do have a full range of scholarships for all kinds of abilities and interests and we typically give out 150 scholarships a year. Incomplete applications/profiles will not be eligible for an award.

How does scoring work?

Except for your essays, all parts of your profile are scored automatically by the computer using a widely accepted rubric and following guidelines set by Scholarship America. For example, leadership or participation in a particular type of activity will give you more points. Point values are assigned to sections of your profile which is why it is very important to be as specific as possible. Essay scoring is done by trained members of the Dollars for Scholars chapter using a specific scoring rubric.

Who has access to my information?

The information you provide on the student profile is NOT public. Only certain members of the Dollars for Scholars chapter will see your information for the purposes of checking eligibility, scoring and awarding scholarships. The national office of Scholarship America Dollars for Scholars can also view your information. When you start the student profile, the permissions the students agree to with the online profile prohibit anyone but Scholarship America or its affiliates from having access to the information.

Specifically, the student agrees to the following:

"I understand that my online profile contains confidential personal data. I hereby authorize Dollars for Scholars to review the information in my profile for the purpose of determining my eligibility for scholarships. I also understand and agree that Dollars for Scholars may transfer, store and process my profile data in any of its offices in conjunction with the selection process for a scholarship. I verify that I have read, understand, and agree to the guidelines for this program. By registering for an account, I consent to the statement above and to the guidelines for the Dollars for Scholars program, and I consent to receive relevant electronic communications from Scholarship America."

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