**Ballard Community Dollars for Scholars Scholarship Application Process**

Applications are **due March 1, 2018** by midnight

Higher education or training opens up more opportunities for better paying and more fulfilling employment. To encourage graduating seniors to continue their education, the Ballard Community Dollars for Scholars committee, partnering with Scholarship America, ensures that a scholarship will be available to all graduating seniors of Ballard High School who receive a Ballard High School diploma, plan to further their education, complete the required sections of their online profile/application by March 1st AND who attend Scholarship Award Night, which is to be held Monday, April 30th, 2018. Note those two important dates: **March 1st** is the application deadline and **April 30th** at 7:30 pm is scholarship awards night (mandatory attendance).

Scholarships will be a minimum of $400 and will be sent directly to the institution the student is attending after the student has completed the online acceptance of the award designating where to send the scholarship money. Scholarship money can then be used for costs necessary for attending a college or university, community college, vocational, technical or trade school or other accredited vocational training course. Students in or entering the military can defer use of their scholarship for up to three extra years. You will receive a scholarship regardless of your grade point or financial situation if you properly fill out the application, have some work experience and/or activities during your high school years and come to scholarship awards night. So, why not apply and let our generous local donors help fund your education!

**How to Apply Online for Ballard Dollars for Scholars Scholarships:**

**Getting Started -- You may start the application process on or after December 10th of 2017.**

Begin by logging onto ballard.dollarsforscholars.org or access the site through the Ballard Community Schools website (ballard.k12.ia.us) under the district information tab. Then click on the Students and Parents tab and read those announcements and instructions.

The student will need to create an account to start their profile, which is the first step of the application process. **Do NOT use your school email address as your contact**. Once your profile is set up, you may want to refer back to it in future years when applying for other scholarships or making a resume’ after leaving Ballard. Use an email address and password that you will remember and check – we will send you important communications about your application and the scholarship you are awarded to this address. (Write it down!! We won’t know your password, so don’t forget it.) **Always** use that same email address when working on your Dollars for Scholars profile and application so you only have one rather than multiple profiles. Choose Ballard High School in Huxley, Iowa as your high school. In order to complete each section of the application that we require, you must answer the items with a \*\* (double asterisk).

If the applicant is not 18 when beginning this profile, parental consent is needed. The parent will be able to grant consent online by accessing the Parent/Guardian account via email. The email is sent to the parent by the student’s request in the system.

Now you are sent to your dashboard page where you can click “work on profile” to start your application. You do not have to complete the entire application in one sitting. Once you have an account, you can save your progress and come back to your dashboard to work on your profile. There is other Scholarship America (SA) information on the right side of your dashboard that may interest you such as available national scholarships and a list of colleges that match scholarships (who wouldn’t want twice the money?).

**Note:** Many sections of the application are not required by Ballard DFS, but, if you think you might want to apply for national SA scholarships, you are welcome to fill out the entire application.

**Basic Information Section ----------------------------------------------------------------------------**

Fill out the basic information section. Completing this communicates to the Dollars for Scholars committee that you are interested in applying for a scholarship and allows us to contact you via email to clarify/remind of items necessary to finish your application.

**Additional Information Section ----------------------------------------------------------------------**

Answer the questions in this section. You do not need to upload a photo.

**Schools Section -------------------------------------------------------------------------------------------**

Enter your top several choices (in order) of post-secondary education institutions as well as your top several majors/career choices. You are not bound to these choices, but certain donors prefer their scholarship be awarded to a student planning to attend a certain college or going into a specific field of study.

**GPA Section ------------------------------------------------------------------------------------------------**

You **only** need to enter your current cumulative GPA, not your GPA for each year. Ballard uses a 4.00 scale and does not weight their GPA’s. A low GPA will not prevent you from receiving a scholarship.

**Class Rank Section ------- *Not required*** *to fill out*

**Test Scores Section ------ *Not required*** *to fill out*

Note: For Ballard Dollars for Scholars scholarships, you must have participated in activities and/or had work experience during high school. How did you spend your time outside of school?

**Activities Section --------------------------------------------------------------------------------------------**

List only activities undertaken in your high school years. Here is where you enter athletic teams (school or club), clubs and organization information, community volunteering you did, religious/church group activities, and music/theater/speech/arts type participation. You will be asked about years you participated, level of participation (varsity, JV, etc.) and hours/year you participated. Do not put employment information in this section.

**Awards Section --------- *Not required*** *to fill out*

**Employment Section ----------------------------------------------------------------------------------------**

Include jobs for which you were paid. You will want to have handy your beginning and end dates for jobs as well as your hourly wage amount.

**Documents Section -------- *Not required*** *to fill out*

**Parent/Guardian Information Section ------------------------------------------------------------------**

You must enter this information if under 18, but is optional for older students.

**Financial Information Section ---------- *Not required*** *to fill out*

**Goals Essay Section ---------** ***Not required*** *to fill out*

**Unusual Circumstances Essay Section --------- *Not required*** *to fill out*

**Transcript Section --------- *Not required*** *to fill out*

**Reference Section -------- *Not required*** *to fill out*

At this point, you should have entered all the information required by Ballard. You can go back into any section to add or revise information and re-save before the deadline (March 1st).

**You’re not done yet!! You still need to *search for*, *match to* and *apply to* scholarships.**

**Searching for Scholarships** --

Now, click the save and return to dashboard button. Once back on your dashboard, you will see a search for scholarships button. Clicking it will direct you to answer some yes/no questions to determine if you fit the desired preferences of some of our scholarships. You will receive a scholarship if you fulfill the requirements (fill out application properly, attend scholarship awards night, etc.) regardless of your answers to the preference questions. They just allow us to better match students to certain scholarships. Many of our scholarships have no preferences at all so you will be eligible for all of these (grouped together as “Dollars for Scholars scholarship” in the computer system).

Once you have answered the yes/no questions, the system will give you a list of scholarships you match to under a “My Scholarships” heading. This list includes all the ones where you met the preferences and one called “Dollars for Scholars scholarship” which includes all of our scholarships that have no donor preferences. After each scholarship you matched to is a red button to apply to it. **You must click that button to apply to scholarships you matched to.** Otherwise, you will not be considered to receive that scholarship. You will only receive one scholarship in May and all scholarships will be for the same amount (at least $400), but, you may be qualified for several. But, you must **APPLY** to any matched scholarships, especially the Dollars for Scholars scholarship, to be an official “applicant” in the computer system.

**In Ballard Economics Class –**

If you are taking economics class at Ballard, you will work on this in class so **please use the same email address and password in class if you already started your profile before that time**. This will prevent you from starting two different profiles with two different unique ID’s.

**Please DO NOT** leave everything to the last minute in case of a computer problem, being ill right before the deadline, etc. If you miss the March 1st deadline, you miss out on a scholarship unless you have very strong extenuating circumstances! Take responsibility to ask for assistance, if needed, before the last minute!

**After applicants are awarded a scholarship at Scholarship Awards Night in May --**

You are required to go back into the computer to accept your scholarship in the “My scholarships” section under “scholarships I’ve been awarded” (remember to log in with the email address and password you used to apply!). Further details on how to do this will be provided at scholarship awards night. Keep in mind, you have until Dec. 31st of the following year (so 12/31/19), to claim and use your scholarship. The one exception is for those going into military. **Military students** may get a 3 year deferral to using their scholarship money IF they make arrangements with our Board **by OCTOBER 1st** of the current year (2018). This allows them to have a total of 4.5 years to use their scholarship.

**Quick Review:**

-Log in to ballard.dollarsforscholars.org, and fill out the profile and application with all required information. Save your work and return to your dashboard.

-On your dashboard, “search for scholarships” so the computer matches you to scholarships.

-Hit red “apply” button behind those you wish to be considered for.

-Monitor your account for any messages from the DFS committee about your application. Make sure your application and parental consent if under 18 are completed and that you have “searched for” and “applied” to scholarships you matched to by the March 1, 2018 deadline.

-On April 30th, receive your award at Scholarship Awards Night. Thank the donor.

-Summer of 2018: “accept” your scholarship in “my scholarships” section when you’ve decided where you will be attending post-secondary education or training.

**Requirements for graduating seniors to receive a Ballard Dollars for Scholars scholarship:**

1. Have activities and/or work experience to show how you spent your time outside of school.
2. Fill out application properly (all required sections) by the deadline of March 1st.
3. If under 18 when starting to apply, make sure your parent(s) give consent by the deadline.
4. Search for scholarships that you match to and then apply to them.
5. Attend scholarship awards night (April 30th) to receive your scholarship and thank the donor.
6. After scholarship awards night, go back into “My Scholarships”, “scholarships I’ve been awarded” to accept the scholarship you received and enter the institution to send it to by December 31st of 2018.

**QUESTIONS?**

-- email the DFS committee at ballarddfs@gmail.com.

-- see Ms. Doland.

-- click the gray support button on the lower left (or gray “?” when using a handheld device) when

logged in to reach Scholarship America technical support.

-- click the Help section in the application system to see frequently asked questions.