



Guide to CONTINUING EDUCATION 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 Continuing Education Scholarships are for those who graduated from Shawano High School, or who attended Shawano High School and received their GED, home schooled or private school students who have lived in the Shawano School district for 3 years prior to graduation.

How do I apply for a scholarship?

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. Fill out your profile as complete as you can because you may qualify for other scholarships in the ChapterNet system which are outside of the Dollars for Scholars scholarships. This is a non-renewable scholarship, so all areas must be updated each year which includes work history, activities, essays, documents, GPA, etc.

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

(Note: if you already created a username and password in your senior year of high school, skip to step 2 – do not create a new profile)

- Go to <http://shawano.dollarsforscholars.org>
- Click on the grey “Student & Parents” tab near the top right-hand corner. Then 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. DO NOT USE YOUR SHAWANO HIGH SCHOOL EMAIL ADDRESS; YOU WON'T HAVE THIS ADDRESS FOR REMINDERS AND COMMUNICATIONS SENT AFTER YOU LEAVE HIGH SCHOOL.** You can set up a free email through vendors such as Gmail or yahoo mail. Important announcements, reminders and deadlines will be sent to this email account.
- Enter “Shawano Community High School” in the High School Name box and you will see the high school appear below. Click “Choose This School”.
- Fill out your basic information. Anything with a double asterisk (**) is required to complete the profile. For city, enter “Shawano” and 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. Update as needed to receive correspondences.
- Put the year you plan to Graduate from High School.
- Check the box authorizing your understanding of how your data will be used.
- Click Submit.
- A message will be sent to your email inbox with your temporary 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 back to [Shawano.dollarsforscholars.org](http://shawano.dollarsforscholars.org), click on the parent and student tab, and click log in and log on with your email address and your temporary password.
- Set your password to something you will remember for future reference and keep because you will need to log back into your account several times during the profile building and application process.

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Step 2. Directions for Completing a Profile

After you log on with your email and password, you will see the Dashboard page. The Dashboard is your summary. This is your home page. 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 other fields are required by our scholarships as well. Please read the instructions below 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 on the left side menu to skip ahead to the other parts of the profile.

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

These are the fields that should be filled out 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 **, then click "Save and Continue" at the bottom of the screen.
- 2) **Additional Info:** Demographics: any field that has a ** (For Highest Level of Education, "High School Grad" to qualify for the Continuing Education Scholarship, then click "Save and Continue" at the bottom of the screen.
- 3) **Additional Info:** Other Information: Not required, you can leave it blank, then click "Save and Continue" at the bottom of the screen.
- 4) **Schools:** Grade Level: Pick "Some College" to qualify for the Continuing Education Scholarship, then click "Save and Continue" at the bottom of the screen.
 - Schools:** High School Information: any field that has a **, then click "Save and Continue" at the bottom of the screen.
 - Schools:** College Information: complete all fields with *. Update to current school you are attending and current major if that information has changed. You can also complete the Previous College information if you have moved colleges and are now attending a new college, then click "Save and Continue" at the bottom of the screen.
- 5) **GPA:** any field that has a **, Click on the edit button on the top of the screen, then "I have college GPA information only" in the drop-down box. Enter your cumulative GPA and the cumulative college GPA Scale. This number will need to match the cumulative GPA that is listed on your transcript which is uploaded in the documents section (#12) for proof. Then click "Save and Continue" at the bottom of the screen.
- 6) **Rank:** Choose "No" in the drop-down box. Click "Save and Continue."

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7) **Activities:** It is very important you be as specific as you can. Each of these should include **all school and non-school related extracurricular activities**. Each activity should be entered separately. Click the green plus (+) sign at the top enter your activities. Click “I don’t have any activities to enter” if you don’t have any activities. Here are some tips:

- 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 from 9-12 grade, you would have four entries under awards, honors, activities.
- 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.
- 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.
- It is worth the time and investment to enter as many of these as you are able and to be specific.

8) **Awards:** this section records all financial and academic/merit awards NOT tied to a specific activity that were received in college. For example, making the Dean’s list/Honor Roll, winning other financial scholarships or monetary money. If you are a member of National Honor Society this counts as an activity and should be placed in #9 activities. Click green plus (+) sign to enter awards or click “I don’t have any awards”. Click “Save and Continue” at the bottom of the screen.

9) **Employment:** Enter any employment you held from 9th grade or later. Click green plus (+) sign to enter employment or click “I don’t have any employment”. Click “Save and Continue” at the bottom of the screen.

10) **Documents:** attach a copy of your FAFSA SAI score and your unofficial transcript here. Screenshot the SAI score and upload. You can print the FAFSA Submission Summary (formerly SAR) page which is the last page that shows the SAI (Student Aid Index (formerly EFC) to a .pdf file or screen shot and upload. **We will need this to confirm the SAI that you will enter in the financial section. WITHOUT THE SAI ATTACHED WE CAN NOT CONSIDER YOU FOR A FINANCIAL NEED SCHOLARSHIP, YOU WILL ONLY BE ELIGIBLE FOR THE MERIT ONLY SCHOLARSHIPS.** Click “Save and Continue” at the bottom of the screen.

11) **Parent/Guardian Info:** If you are under the age of 18, you will be required to enter your parent’s information. If you are over 18, you may click on the button that says, “I choose not to include my parental information.” Click “Save and Continue” at the bottom of the screen.

12) **Financial Info:** Shawano Dollars for Scholars only requires you to enter financial information if you want to be considered for financial need scholarships. You will need to enter your FAFSA SAI number and upload a copy of the SAI page (screenshot) for proof in the “documents” section. If you do not want to be considered for financial need scholarship, click the tab that reads “I do not wish to include financial information” a popup menu states “I confirm that I do not wish to provide financial info and by not providing this information I am ineligible for all needs-based scholarships”, click to confirm. Click “Save and Continue” at the bottom of the screen.

13) **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. We expect a minimum of 300 words, but it can be as long as you would like. (The box expands, and there is no limit to the length of the essay. We recommend writing the essay in a program where you can spell check, etc., first and then cut and paste into this section.) **If you wrote a previous essay, this has to be updated each year you apply.**

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14) **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 that effected your grades in a negative way. For example: struggling with a learning disability or health issue, an extreme family situation (learning disability, parents lost their job, family was homeless, immediate family member passed away or was ill for long period of time, family declared bankruptcy, parents got divorced, etc.) that effected your ability to focus on school. Again, we expect a minimum of 300 words. Explain your hardship and how you overcame the issues that it presented. If you did not have any unusual circumstances, please LEAVE this area BLANK. Click “Save and Continue” at the bottom of the screen. If you wrote a previous essay, this has to be updated each year you apply.

16) **Transcript Request:** Not required. Click “Save and Continue” at the bottom of the screen.

17) **Reference Request:** **Not required.** Leave this section blank. Click “Save and Continue.”

Step 3: Applying for Scholarships You can get to “My scholarships”:

- If you came from the profile page and clicked on “Save and Look for Scholarships” you are taken to this page
- If you have logged out and log back in, from the dashboard, second box down under “My Scholarships”, choose “Search for Scholarships”.

After updating all the above information, on your dashboard page, look under the Yellow bar: My Scholarships, Search for Scholarships, and click the “To Search and Submit to scholarships or accept scholarships you have been awarded.” If you match to any Dollars for Scholars Scholarships, they will appear, click to submit your scholarship and depending on the scholarship, you may be asked for additional information to determine further eligibility or if there is a question that is unique to only that scholarship.

Submit to the scholarship when all of Step 2 above is finished and you completed and updated your profile. Once you submit, your profile cannot be changed for scholarship application. However, you can still upload documents to your profile after you have submitted your 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!**

ALL APPLICATIONS MUT BE SUBMITTED TO SCHOLARSHIPS BY THE DATE LISTED ON THE WEBPAGE. The system will not allow you to apply after this time, so plan accordingly.

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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 go to Shawano.dollarsforscholars.org, find the current Scholarship Chair, and send them an email or call them. You can also contact your school counselor who is knowledgeable of application process.

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?

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. What if my parent doesn’t give consent? Unfortunately, this is a legal requirement for students under the age of 18. If your parent/guardian does not have access to a computer or email, arrangements can be made to get consent another way. Contact your school counselor if this is your situation. If there is an unusual circumstance that prevents a parent/guardian from providing consent, please speak with your school counselor to see what the options are.

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. 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 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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