



## Guide to GRADUATING SENIORS 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 Graduating Seniors Scholarships are for High School Seniors who are graduating from Shawano High School, or who attended Shawano High School and received their GED in the current year or Home School and private schools' 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.

On **October 1<sup>st</sup>**, the scholarships will open for the scholarship season. If your profile is complete, you can simply go into to your profile after October 1<sup>st</sup> and go to "My Scholarships" section, click on "Verify for Scholarships" to see if you have matched to any of the scholarships. Based on information from your profile, the computer automatically matches you to any of the scholarships you qualify for.

You can then decide which of the scholarships you want to apply for and simply click a button to **apply** by the **deadline listed on the Shawano Dollars for Scholars Web site. It changes each year, so please make sure to check the dead line date!** Depending on the scholarship, you may be asked additional questions when you apply to make sure you qualify for the scholarship.

### 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
- 2) Complete your Profile
- 3) Apply for Scholarships when they open on January 1. Your profile should be complete before you submit it for any scholarships. **All profiles must be submitted to scholarships by March 1, 2019, at 11:59pm.**

## 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 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.

## 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. 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 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, you must pick "Some High School" OR "High School Grad" to qualify for the Graduating Seniors 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 "Senior in High School" to qualify for the Graduating Senior Scholarship, then click "Save and Continue" at the bottom of the screen.
- 5) **Schools: High School Information:** any field that has a \*\*, then click "Save and Continue" at the bottom of the screen.
- 6) **Schools: College Information:** complete all sections with \*, then click "Save and Continue" at the bottom of the screen.
- 7) **GPA:** any field that has a \*\*. THE ONLY field we need filed out is your Cumulative High School GPA for the last semester of your Junior year (6 semesters). (Please enter 4.0 for the scale, unless you attended a private school that had a higher GPA due to weighted grades for AP classes.) Then click "Save and Continue" at the bottom of the screen.
- 8) **Rank:** answer "yes" to "does your high school rank students?" Answer "other" for "what system does your school use?" If you know it, enter your class rank and class size. Then click "Save and Continue" at the bottom of the screen.
- 9) **Test Scores:** if you have taken the ACT or SAT, click the green plus (+) sign to add in your test scores. Then click "Save and Continue" at the bottom of the screen.
- 10) **Activities:** It is very important you be as specific as you are able to. Each of these should include **all school and non-school related extracurricular activities**. Each activity should be entered separately. For number of years, it should be 9<sup>th</sup> grade or later (Do NOT include Elementary or Middle School activities, 4 years should be the most that you enter under any activity) 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. Also remember that if you were required to participate for a grade, like a concert, you may not count that as an activity. There are spots for Choir, Band, etc. but those are for schools that DO NOT have classes for these items and they are extra-curricular 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 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.

- ii. 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.
- iii. 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 from 9<sup>th</sup> grade or later. 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 number 10: 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.
- 12) Employment:** Enter any employment you held from 9<sup>th</sup> 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.
- 13) Documents:** you will need to attach a copy of your FAFSA score here. You can print the SAR page which is the last page that shows the EFC# to a .pdf file or screen shot and upload. **We will need this to confirm the EFC # that you will enter in the financial section. WITHOUT THE SAR 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.
- 14) Parent/Guardian Info:** If you are under the age of 18, you will be required to enter your parent's information. An email will be sent asking for consent for you to apply for a scholarship. **IF YOU ARE UNDER 18, IN ORDER TO APPLY FOR A SCHOLARSHIP YOUR PARENT MUST PROVIDE CONSENT, OR YOUR APPLICATION WILL BE DISQUALIFIED.** If your parent does not have access to a computer or email account, arrangements can be made for him/her to consent in another way. Please contact your school counselor if you are in this situation. Click "Save and Continue" at the bottom of the screen.
- 15) Financial Info:** Shawano Dollars for Scholars requires you to enter financial information. You will need to enter your FAFSA EFC number, **and in documents, attach a screen shot of your SAR page from the FAFSA showing the number you have entered.** (We do not need a copy of the complete SAR, just the top listing the EFC number) **IF YOU DO NOT ATTACH THE SAR PAGE IN DOCUMENTS, PLEASE DO NOT ENTER A NUMBER HERE, AS YOU WILL NOT BE CONSIDERED FOR A FINANCIAL NEED SCHOLARSHIP WITHOUT THE SAR PAGE ATTACHED.** Click "Save and Continue" at the bottom of the screen.
- 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. 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.)
- 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.

**17) References/Transcripts: Transcript Request:** This is required. Click green plus (+) sign that says, “add counselor/registrar information”. Note that your counselor will not complete this until after the first semester of your senior year. If you will be graduating from Shawano High School Enter:

- a. Counselor First Name:
- b. Counselor Last Name:
- c. Counselor Email:
- d. Counselor Phone:

Click “Save and Continue” at the bottom of the screen.

**18) References/Transcripts: Reference Request:** It is required 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 of March 1, 2019, to allow time for your reference to complete his/her recommendation! They complete this step on-line (we will not accept a separate letter from them for the recommendation)**

**19) click “Save and Look for Scholarships” located at the bottom of the page if you are a Senior and it’s October 1 or later to go to the screen where you will apply for your scholarship. COMPLETING THE PROFILE DOES NOT AUTOMATICALLY APPLY FOR THE SCHOLARSHIP. YOU MUST COMPLETE THE NEXT STEP!!!**

### Step 3: Applying for Scholarships

Applications for our scholarships will open **on October 1 of your Senior year**. You will not match to any scholarships before that date.

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”.

Answer the qualifying question “Are you currently a Senior at Shawano High School?” you must answer Yes. Click submit, which will take you to the Scholarships section. Click the box that says, “Verify Eligibility for All Scholarships”. The Graduating Senior Scholarship should show up in the top box if you have filled out all of the questions accurately and it is between **October 1<sup>st</sup> and before March 1, 2019**. Click on the “Apply” tab. A Disclaimer will appear. If you agree with this statement and are ready to apply, click Confirm.

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.

**ALL APPLICATIONS MUST BE SUBMITTED TO SCHOLARSHIPS BY March 1, 2019 AT 11:59PM.** The system will not allow you to apply after this time, so plan accordingly.

After Scholarships are **awarded in April**, YOU MUST COME BACK INTO THE MY SCHOLARSHIPS SECTION AND ACCEPT YOUR SCHOLARSHIP. FAILURE TO ACCEPT YOUR SCHOLARSHIP **BEFORE SEPTEMBER 1<sup>ST</sup>** WILL FORFEIT YOUR RIGHT TO THE SCHOLARSHIP, AND THE MONEY WILL BE REDISTRIBUTED TO OTHER STUDENTS. ALSO, if your plans to go to college immediately after High School change, you can defer your scholarship for up to two years IF you notify Shawano Dollars for Scholars **BEFORE September 1<sup>st</sup>**. (You must still accept the scholarship so that we know your intent is to use the scholarship at some point, then notify us of deferral)

## **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](http://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 deadline of March 1, 2019 at 11:59pm**

**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."