# St. Peter—Kasota
# Dollars for SCHOLARS®
A Program of Scholarship America®

**Guide to Scholarships**

**What is St. Peter-Kasota Dollars for Scholars?**
St. Peter-Kasota Dollars for Scholars® is a locally run, non-profit, organization promoting post-secondary education by providing local scholarships to graduating seniors from St. Peter and Kasota, Minnesota. Established in 1977, St. Peter-Kasota Dollars for Scholars has awarded more than 2,200 scholarships. We are part of a network of almost 500 affiliates of the Scholarship America Dollars for Scholars program.

The St. Peter-Kasota chapter of Dollars for Scholars expands the opportunities of St. Peter-Kasota 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?**
All of our scholarships are for Seniors who attend school in the St. Peter School District. Note that at this time, we do not have scholarships for homeschooled students in the school district. Each of our scholarships are competitive and have various criteria according to the donor's wishes. There are a range of scholarships for students with all levels of academic accomplishment. Each scholarship targets what is important to the donor. For example, we have scholarships for athletic interests, music, church membership, major or career interests, volunteer accomplishments, and scholarships for students attending particular colleges. Just last year there were over 40 different scholarship opportunities through St. Peter-Kasota Dollars for Scholars.

**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 St. Peter-Kasota Dollars for Scholars Board Members will have access to your data for the purposes of scoring and awarding scholarships.

- On **February 15**, the scholarships will open for the scholarship season. If your profile is complete, you can simply go into to your profile after February 15 and search 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 of March 31**. **Tip:** *apply for any of the scholarships you are matched to* maximize your chances of getting a scholarship. Depending on the scholarship, you may be asked additional questions when you apply to make sure you qualify for the scholarship.

**There are three steps in the application process:**

1. **Set up** your initial profile account
2. **Complete your Profile**
3. **Search for and Apply for Scholarships** when they open on February 15. Your profile should be complete before you submit it for any scholarships. All profiles must be applied to scholarships **by March 31** at 11:59 pm Central time zone.

## *Step 1. Directions for Starting a Student Profile*

- Go to http://stpeter-kasota.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. DO NOT USE YOUR ST. PETER HIGH SCHOOL EMAIL ADDRESS; YOU CANNOT RECEIVE OUTSIDE EMAIL AT THIS ADDRESS.** 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: dollarsforscholars@scholarshipamerica.org . 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.

- The first box will ask for your high school. **Enter "Saint Peter Senior High**" in the High School Name box and you will see the high school appear below. Click "Choose This School".

- You will then fill out your basic information.  Anything with a double asterisk (\*\*) is required to complete the profile.  **Hint:** for city, enter "Saint Peter". For School District enter: "St. Peter Public 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 St. Peter-Kasota Dollars for Scholars Board Members will see this information. It is not public information.

- Make sure your graduation year says **"2020".**

- 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 in the bottom left hand corner 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*

To give yourself the best possible chance to receive a scholarship, **you must fill out an online profile. 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.*

After you log on with your email and new password, you will see the **Dashboard** page. The Dashboard is your summary of the information you have entered. **This is your home page**. Your next task is to work on completing your student profile. Under My Information bar: you will see a "Work on Profile" button to work on your profile. Click this button to begin.

**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 <u>St. Peter-Kasota Dollars for Scholars:</u>**
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 \*\*

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:** *At a minimum, you must complete the following:* 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 \*\*.
   a. For GPA information available, choose either I have high school GPA information or I have high school and College GPA information if you have taken college courses.
   b. Check the box that says "My school uses weighted GPAs."
   c. Enter your grade 12 Cumulative Weighted GPA **after first semester of your Senior Year** as well as your cumulative GPA; For GPA scale, enter 4. Enter Cumulative College Grade and scale, if applicable.

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

9) **Test Scores:** if you have taken the ACT or SAT, click the green plus (+) sign to add in your test scores

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 **all school AND non-school related extra curricular activities**. Each activity should be entered separately. For number of years, it should be 9th grade or later. 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 Level of Involvement,** enter the level at which you played your sport. If you have played at multiple levels since 9th grade, each activity should be entered separately. **Example: community basketball is one entry and high school varsity basketball would be a second entry.**

      ii. **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.

      iii. **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.

      iv. 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.

      v. 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 9th 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"

12) **Employment:** this section records any employment you held from 9th grade or later. Click green plus (+) sign to enter employment or click "I don't have any employment"

13) **Documents:** you do not have to upload any documents. Simply click on "I don't have any documents"

14) **Parent/Guardian Info:** If you are under the age of 16, you will be **REQUIRED** to enter your parent's information.

15) **Financial Info:** St.Peter-Kasota Dollars for Scholars does not require financial information. You will see there is nothing to fill out. If you are applying for Scholarship America scholarships using this ChapterNet account, you will likely have to provide this information.

16) **Goals Essay:** This is **REQUIRED** for our scholarships**. The topic of your essay is, *"Please describe your plans as they relate to your educational and career objectives and future goals."* Be as specific as you can in stating your goals and put some time and effort into a well thought out essay (100-200 words).

17) **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).

**18) Transcripts:** This is <u>**REQUIRED**</u>. Click green plus (+) sign that says "add counselor/registrar information". Note that Ms. Sykora will not complete this until after the first semester of your Senior year. If you will be graduating from St. Peter High School Enter the following information, **EXACTLY:**
   a. Counselor First Name: **Jana**
   b. Counselor Last Name: **Sykora**
   c. Counselor Email: **jsykora@stpeterschools.org**
   d. Counselor Phone: **507-934-4210**

**19) References:** This is not required by St. Peter-Kasota Dollars for Scholars.

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## *Step 3: Applying for Scholarships*

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Applications for our scholarships will open on February 15. You will not match to any scholarships before that date. **After February 15, log on to your student profile.**

**On your dashboard page, look under the Yellow bar: My Scholarships. After February 15, click the button "Search for Scholarships".**

If you matched to any Dollars for Scholars Scholarships, they will appear. **You will need to click "Apply" for EACH of the scholarships listed and this will submit your information**. You should only click Apply when all of Step 2 above is finished and you completed your profile. 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.

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*ALL PROFILES MUST BE SUBMITTED TO SCHOLARSHIPS BY MARCH 31 AT 11:59 PM. 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 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 (bottom left corner of any page) on any page you working on.

**How do I contact the local Dollars for Scholars chapter?**
If you have any questions about applying for scholarships, you can contact Ms. Sykora who can reach the Dollars for Scholars group, or email stpeter-kasota@dollarsforscholars.org.

**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 31 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.

**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 40-50 scholarships a year. Incomplete applications/profiles will not be eligible for an award – if you are missing one or more of the 3 required sections; parental consent, goals essay, or a (correctly sent) transcript request to Ms. Sykora, you will NOT be eligible for an award. If you do not SEARCH for and APPLY for each scholarship you are eligible for, you will NOT receive an award.

**What if my parent doesn't give consent?**
Unfortunately, this is a legal requirement for students under the age of 16. If your parent/guardian does not have access to a computer or email, arrangements can be made to get consent another way. Contact Ms. Sykora if this is your situation. If there is an unusual circumstance that prevents a parent/guardian from providing consent, please speak with Ms. Sykora 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. Parts of your profile may be weighed differently depending on what the scholarship donor has set. For example, leadership or participation in a particular type of activity may carry more weight. 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."