




**Deadline to Apply: April 1, 2024 at 11:59pm**

**To access the on-line application do the following:**

1. Go to the Ogilvie Dollars for Scholars website [www.ogilvie.dollarsforscholars.org](http://www.ogilvie.dollarsforscholars.org)
2. Click the Student/Parents Section on the top grey menu bar
3. Select  to begin your application. Click the “Completing the Student Profile” on the website for step by step instructions.

### **NOTE TO THE APPLICANT:**

**\*\*\*NOTE\*\*\*:** You are required to submit two letters of recommendation; one from a current Ogilvie School Staff member (teacher, coach, administrator, school board member, custodial staff, kitchen, etc.) AND one from a community member (employer, clergy, neighbor, friend of the family, etc – NOT employed by the school). Neither letter can be from a family member. **Upload your Letters of Recommendation to the Document Section of your profile. There are different apps that can use to convert hard copy documents to pdf/electronic documents.**

\*An **Activities Resume** may be uploaded to your profile instead of entering extracurricular activities, volunteer work, and employment information individually in the system. Upload resume to the Document Section of your profile.

\*You are **required to also complete two essays, minimum of 300 words each.** You are highly encouraged to thoroughly write about your educational and career objectives, along with your future goals, in essay format. It is recommended that you address the “unusual circumstances” essay as well, even if you have not experienced anything unusual affecting your achievements in/out of school.

\*Lastly, you are responsible for seeing that all supporting documentation is submitted. CSF of Ogilvie Dollars for Scholars reserves that right to process only applications found to be complete as of the application deadline. ***Late applications will NOT be accepted.***

**CHECKLIST:** This application becomes valid only when the following have been submitted. If items are missing your application may not be considered. **These ARE REQUIREMENTS for applications to be considered complete!!**

- ☐ Goals and Aspirations essay in profile **-or-** upload essay into Documents section
- ☐ Unusual Circumstances essay in profile **-or-** upload essay into Documents section
- ☐ Detailed extracurricular activities / work experience **-or-** upload your Activities Resume into Documents
- ☐ Detailed volunteer (unpaid) work **-or-** upload Activities Resume into Documents
- ☐ Current Ogilvie School Staff Letter of Recommendation - upload into Documents
- ☐ Community Member Letter of Recommendation - upload into Documents
- ☐ Current GPA/Class rank from school counselor / transcript uploaded. Send request to counselor through your student profile (counselor Amanda DeVlaeminck’s email [adevlaeminck@ogilvie.k12.mn.us](mailto:adevlaeminck@ogilvie.k12.mn.us))
- ☐ Find & Apply to Scholarships in your student profile. Scholarships will start to appear January 1<sup>st</sup>, and are open until April 1<sup>st</sup>.

**\*\*To complete the application process, you must click the “My Scholarships” link. You will be asked to answer a question. Click “yes” once you have completed entering the required information. Click Submit. You must then click “Apply” next to the scholarship(s) you want to apply for, then answer one final question. You will receive a confirmation email that you have successfully applied for the scholarship(s). Deadline is April 1, 2024 @11:59pm.**

Disclaimer: CSF of Ogilvie Dollars for Scholars reserves the right to process only applications found to be complete as of the application deadline. \*\*Any questions regarding this application process can be sent to [strolson6573@gmail.com](mailto:strolson6573@gmail.com), or call/text 763-486-3987, Stacy Olson. **DO NOT WAIT UNTIL THE LAST MINUTE!!!!**