

Open Date for Scholarships EVERY YEAR is February 1
DEADLINE FOR **COMPLETION** OF YOUR PROFILE AND **SUBMISSION** OF SCHOLARSHIPS IS
6:00 PM, April 1

No NEW applications will be accepted after March 25
THERE WILL BE NO EXCEPTIONS.

NOTE: The FAFSA application must be submitted to qualify for scholarship consideration.

NOTE: KEEP THIS DOCUMENT TO REFER TO UNTIL YOU HAVE RECEIVED YOUR SCHOLARSHIP MONEY. GIVE A COPY TO YOUR PARENTS FOR THEIR RECORDS SO THAT THEY TOO UNDERSTAND THE PROCESS.

These are *general chapter* directions for all scholarships, both for using ChapterNet and what you need to do outside of the program. For additional information on creating or changing your Profile in ChapterNet, SEE THE LOGIN PAGE under **STUDENT OVERVIEW**. If you have problems using CHAPTERNET, please use the "SUPPORT" button which appears on every page in your Profile.

IMPORTANT: It has always been the general policy that if you put the effort into applying to Monomoy Dollars for Scholars, you would receive some reward. Unfortunately, starting in 2017 that may not always happen. The numbers of students applying, the difficulty of fundraising and the downturn in giving, the volatility of the market, all drive our ability to provide scholarships for students. **The awards committee will be looking for better applications, monitoring of emails sent to you by us, meeting specified deadlines, and obvious responsibility for following up on things, will be a higher priority.** Our expectations will be higher; yours should be too. *Follow up: At the end of this instruction sheet there will be information about "How does the money get to my college? and What do I need to do to make this happen?"*

PROFILE INFORMATION

- Items that you fill out that are marked with a double star** are required to move on from each section. Items marked with a single star* are part of your status bars to show the percent of completion in each section.
- As you work, the Progress bar's COLOR matches your level of completeness in each section. Keep working to get each section into the "green." The more complete and accurate you are the better will be your chance of being awarded scholarships.
- *Completing the following as soon as possible is the most important: the **financial** information, the **transcript**, and the **reference**.* If you're under 16, **parental consent** is needed to even move on to other sections. If parental consent is a problem, please email: monomoydfs@gmail.com - please note this email!
- **Accuracy is important. If you don't know the answer, ask someone who does!** For example, if you don't know what county you live in, ask. If that's incorrect, you may not be awarded any scholarships. Another example is past history – if you state you worked for XXX Company for 40 hours per week and also went to school, that's a red flag. Evaluators do read and compare!
- Completeness is important. Enter your activities, employment, and awards as thoroughly as you can. Watch your *dates*, watch your *hours*, don't guess and don't make an incomplete report. They will be read and they do matter.
- Always go back in and ***add to your profile anything that may have changed***, important documents, FAFSA information, email/address changes, etc. For example, your choice of college may change, you may ask for early placement, your reference says they can't and you need a new one. This is an active site for as long as your

Profile exists. It's not a one hit and done. You need to make frequent trips back to change, update, make it better.

- You must “save and continue” each page before going on to the next, *even if you don't enter any information*. Even if you did no Activities, you still must *save and continue*.

PROFILE FINANCIAL INFORMATION

- *Most scholarships are needs based. Given the cost of college, this Chapter feels that most students are needs based.* To be considered, you need to have **financial info** in your profile. You will need your parents help with this as it is based on your family's tax returns. **YOUR LOCAL CHAPTER WANTS YOU TO USE FAFSA.** Even though there is the ability in the program to “opt out” of giving financial data, you will not be considered for any scholarships if you do.

PROFILE TRANSCRIPT

- This Chapter **requires you to have your transcript sent through the link provided in the profile.** It is *your responsibility* to make sure it arrives by sending reminders to your guidance counselor when needed. That means you will need to send reminders to your counselor.

PROFILE REFERENCE

- This Chapter requires a **primary PROFILE reference** by a person of your choosing. This can be an adult employer, a coach, a teacher, a pastor, mentor or guidance counselor. **The primary PROFILE reference MUST be done through the link provided under Applicant Appraisal and the individual must answer the request for a reference through the link provided.** You will need your reference's email address before you start. NOTE: We have had problems in the past with the link not arriving or with it going into SPAM or with the recipient being not computer literate. *You are responsible for making repeated visits to your reference by email, phone or in person to offer your assistance in getting the reference into the program.* NOTE: *Primary References may not be uploaded to the My Documents page.* Please ask your reference not to refer to you by name!

PROFILE ESSAYS (REQUIRED)

- They are **required in order to be eligible for and awarded scholarships.**
- This Chapter **requires** you to write a 300 word or less essay on your **Goals and Aspirations**. Think of where you've been and then think about the next 5 years of your life and what you want to accomplish.
- This Chapter **requires** you to write a 300 word or less essay on any **Unusual Circumstances** – any unusual family or personal circumstances has happened to you. Think over your life from birth to the present – everyone has been touched by unusual circumstances of some kind – either personally, family members, friends, pets, disasters, near-disasters, deaths, illness, lack of money.
- This Chapter **requires** that you explain your **Financial Need** – if it is addressed as part of your Goals and Aspirations or Unusual Circumstances – just mention that in the space provided.

SEARCHING AND APPLYING FOR SCHOLARSHIPS

- Please review the SENIOR SCHOLARSHIPS document on the Monomoy Dollars for Scholars main page. This page provides you with a complete list of all the scholarships that are available through this organization. Keep a list of those scholarships for which you think you are qualified. Pay attention to the restrictions for each. Note that this list changes frequently usually with scholarships being added. Apply for all the scholarships you are eligible for regardless of the amount – they all add up!
- Although it is best to have at least completed the general information and have your transcript and financial information requested in your Profile before you search for scholarships, **at a minimum by February 15th, you should go to the My Scholarship page in your Profile and search for scholarships by clicking on the “verify eligibility” in the right-hand corner of the page.** **IMPORTANT: The program does not recognize you as an applicant until you have searched for scholarships by clicking that button.**

SUBMITTING SCHOLARSHIPS

- Most scholarships do not require anything except what you have completed in your Profile. If no more information is required, then SUBMIT the scholarship. DO NOT WAIT for the last day as it is not necessary.
- You will recognize scholarships that do require additional essays or references because they will say they do. Complete the information requested and then SUBMIT. Submitted scholarships cannot be retrieved and missing information cannot be added.
- Once you click on the submit button, the scholarship should appear under the submitted scholarships – below where it appeared before you clicked submit.
- **NOTE THAT IF YOU DO NOT SUBMIT SCHOLARSHIPS, YOU WILL NOT QUALIFY AND WILL NOT RECEIVE ANY AWARDS.**

ODDS AND ENDS ABOUT SCHOLARSHIPS, APPLICATIONS, ETC.

- If there are any, be aware that Custom Eligibility questions do not have a score. Please answer truthfully.
- **Please answer all essay questions associated with scholarships. They will all be read and will be scored. Give them thought and check your grammar and spelling.**
- IF YOU DO NOT UNDERSTAND SOMETHING ABOUT THIS PROCESS, PLEASE ASK. If you do something wrong at this point and do not or can't complete or submit your scholarships, all your work will go to waste. SO ASK QUESTIONS IF YOU DON'T KNOW OR ARE CONFUSED. We are here to help.

ACCEPTING SCHOLARSHIPS

- A day or two after the awards ceremony, please check to see if the scholarships you were awarded show up at the bottom of the MY SCHOLARSHIPS page with an "accept" button next to it. Once they appear, you need to **ACCEPT** the scholarships.
- You are required to "accept" officially. To do so you will need to know the address of your college and your student ID number. Please click on the "accept" button, and fill in the information required. Do not forget to click on the electronic signature box. **If you do not yet know your college, use the name and address of your first choice. If you don't know your college Identification Number, please fill in the space with "000-000."** Be aware that if the information is not correct (i.e., you change colleges), you **MUST GO BACK IN TO YOUR PROFILE AND FILL IN THE CORRECT INFORMATION.**
- Along with your awards you will receive instructions for writing Thank You notes to the donors who made your scholarship possible. *We expect you to do these thank you notes thoughtfully and promptly.*
- **You are responsible for notifying your college as to how much you have been awarded** and the process for receiving a check. **THE COLLEGE NEEDS TO KNOW THAT THE MONEY WILL BE COMING IN THE SECOND SEMESTER. SO DO YOUR PARENTS.**

HOW DOES THE MONEY GET TO MY COLLEGE? WHAT DO I NEED TO DO TO MAKE THIS HAPPEN?

This is what's called FOLLOW UP.

Your award money is not your award money until you complete the following process.

When you or your parents receive your **INVOICE for your second semester**, please make a full copy. If there is no invoice but an online **ACCOUNT**, scan **all of the pages** including the address of the bursar's (business/aid) office. You may have to scan several pages. **If you have any questions, EMAIL monomoydfs@gmail.com**

- You may snail mail it to: *Monomoy Dollars for Scholars Treasurer*
P.O. Box 244
North Chatham, MA 02650

- Or you can scan and email it to: monomoydfs@gmail.com

Your COLLEGE NAME and address, YOUR NAME and your STUDENT ID NUMBER must appear on the invoice. The invoice must contain a complete list of all fees, tuition, housing, loans, scholarships, etc. for that academic year. If this information is not included the submission will be declared invalid, your award will be held, and you will be asked to do it again.

After the Invoice is reviewed for the required data and checked, it will be approved for payment. The Treasurer will then write the check to your college/university and mail it to the college business office. The check will have your name and student ID number on it. This is how the college identifies to which account the money should be applied.

DEFERRALS AND PROBLEMS WITH INVOICES

If there are any problems associated with your Invoice, please email us as soon as you know (anytime, any semester). We can work with your college or university to resolve issues. And if resolution is not possible, we will work with you to DEFER your receipt of your awards to another year. Deferrals are allowed during the sophomore, junior and under certain circumstances, the senior year.

REMEMBER:

- You can start your Profile any time after January 1 – Scholarships go active on Feb 1.
- NO NEW APPLICATIONS will be accepted after March 25.
- Final submission of COMPLETED applications must be made by 6 pm on April 1.
- Use an email address that will be accessible to you after graduation – not one at Monomoy.edu
- **CHECK YOUR EMAIL REGULARLY** – it is the only way we will contact you!
- HELP IS AVAILABLE AND EASY TO ACCESS
 - Click the “Support” tab on any page and ChapterNet will respond
 - Email monomoydfs@gmail.com
 - Check in with Guidance
 - There will be a trouble-shooting session in the Guidance office in mid – February.
- Verify your scholarships every time you work on your application, so you don’t miss out on anything new.
- CONFIDENTIALITY – the administrators who help you complete your applications are the only ones who know your name. Your application will be assigned a number and the awards committee will only get to know you by the information you submit. Make sure that your application is complete and is the best it can be!

GOOD LUCK! GET STARTED 😊