**Ballard Community Dollars for Scholars Scholarship Application Process**

Applications are **due March 3, 2020**

The Ballard Community Dollars for Scholars committee ensures that a scholarship will be available to all graduating seniors of Ballard High School who receive a Ballard High School diploma, plan to further their education, complete the required sections of their online profile/application by March 3rd AND who attend Scholarship Award Night, which is to be held Wednesday, April 22th, 2020. Note those two important dates: **March 3rd** is the application deadline and **April 22nd** at 7:30 pm is scholarship awards night (mandatory attendance).

Scholarships will be a minimum of $400 (usually more) and will be sent directly to the institution the student is attending after the student has completed the online acceptance of the award. Scholarship money can then be used for costs necessary for attending a college or university, community college, vocational, technical or trade school or other accredited vocational training course (tuition, fees, books). You have up until December 31st of 2021 to use your scholarship. Students in or entering the military can defer use of their scholarship for up to 3 1/2 extra years. You will receive a scholarship regardless of your grade point or financial situation if you properly fill out the application, have some work experience and/or activities during your high school years and come to scholarship awards night. Everyone who gets a Dollars for Scholars scholarship will receive a scholarship for the same amount within a given year.

**Why Apply:**

Students are asked to fill out the application so we know they intend to further their education and would like a scholarship. Also, the information in your application allows us to sort students as eligible or not eligible for certain scholarships that have preferences. For example, the City of Slater scholarship has a preference for being awarded to a student who is from Slater. If your home address is within the Slater city limits, you will be sorted into the pool of eligible applicants for that scholarship. You may be eligible for several of our scholarships; however, you will only receive one scholarship from Ballard Dollars for Scholars.

**How to Apply for Ballard Dollars for Scholars Scholarships:**

**You may start the application process on or after December 10th of 2019.**

**Application Website:**

Begin by going to our website: ballard.dollarsforscholars.org. Then click on the Students & Parents tab. There is information on that tab that pertains to students and reminds you of important deadlines, so check it periodically. Scroll down to the bottom and click on “click to log in” button.

**Setting up your account:**

This first time you try to log in, you will need to create an account. Choose “Don’t have an account” to begin, but after your account is set up, you will just use the student log in box. You will be sent to a page to choose your high school. Start typing Ballard in the search box at the top and choose the correct school from the list that comes up. Click “submit” at the bottom of the page. Next you will need to enter your contact information. You MUST at least answer all the questions that have a double asterisk (\*\*). When you get to the email address question, **DO NOT use your school email address!!!**. You will need to log in after you graduate and you won’t have access to your Ballard school address then. When you have completed this contact information, click submit and the system will send an email to the email address you used. Check for that email and follow the directions in it. You will first use the password they provide, and then you get a chance to change it to a password of your choice. You will want to write down the email address and password you used. You will be receiving emails about your scholarship application at this address. No one will know your password but you, so remember it. You will need to get back into your application months from now, so it is critical that you remember your log in information. Also, **always** use that same account when working on your Dollars for Scholars application.

You won’t have to fill out every section of the application, but within a required section, you must at least answer the items with a \*\* (double asterisk).

**Your Dashboard and Navigating through the application:**

**Basic Information Section:**

**Additional Information Section:**

Now you are sent to your dashboard page where you can start completing your application. (After this first time you log in, you will go directly to this dashboard when you log in.) The first section that you are sent to is called Basic Information. You have already completed most of this when setting up your account. When you are finished with this section, click “save and continue” at the bottom. The next section you are taken to is the Additional Information section. Complete the additional information section and click “save and continue” to move on to the next section.

You can tell which section you are working on by looking at the list of sections along the left side of the screen. You are in the one with the black triangle toggle on it. You do not have to complete the entire application in one sitting. If you need to stop and finish later, you can always click on “save and go to dashboard” where you can then log out. Then you can come back later, log in to go to your dashboard and click the “work on profile” button to continue working on your profile. You can go directly to a section by clicking on the name of it in the list of sections along the left side of your screen.

**Schools Section:**

Even though they are not double asterisked, please be sure to fill out your top 3 choices (in order) of post-secondary education institutions as well as the top 3 majors you are considering at this point. Choose the major that most closely matches your intended major from those loaded in the system (there are over 400 preloaded choices). You are not bound to these school and major choices, but your answers will help the system sort you into eligible or not eligible for scholarships that have preferences about students attending certain schools or going into certain majors to receive that scholarship.

**GPA Section:**

The onlyGPA weneed for you to enter is your current cumulative high school GPA. We do not need your GPA for each year or any college classes you took while in high school. Choose that Ballard does not weight their GPA’s and enter that we use a 4.00 scale. Remember, a low GPA will not prevent you from receiving a scholarship. We have 3 or 4 scholarships that prefer a student with a 3.50 GPA or better, so your GPA is used for sorting you into eligible or not eligible for these few scholarships.

**Class Rank Section ------- *Not required*** *to fill out*

**Test Scores Section ------ *Not required*** *to fill out*

**NOTE:**

A requirement for Ballard Dollars for Scholars scholarships is that you must have participated in activities and/or had work experience during high school.

**Activities Section :**

List only activities undertaken in your high school years (grades 9-12). Here is where you enter athletic teams (school or club), community volunteering you did, religious/church group activities you were a part of, clubs and organizations you were a member of and music/theater/speech/arts type participation. After you enter an activity, you will be taken to another form where you will be asked for details about years you participated, level of participation (varsity, JV, etc.), hours/years you participated and a spot for a brief description of the activity. You do not have to fill out the awards, offices, etc. at the bottom of the page. (The activities section is for unpaid things you did. Put things you were paid for in the upcoming employment information section.)

**Awards Section --------- *Not required*** *to fill out*

**Employment Section:**

List your jobs during your high school years. For each job you enter, you will be taken to a page where you can fill in your supervisor’s name, your beginning and ending dates and wages.

**Documents Section -------- *Not required*** *to fill out*

**Parent/Guardian Information Section:**

You do not have to fill this section out. We would only look at this section to contact your parent if you need to finish something on your application and you are not responding to our attempts to reach you.

**Financial Information Section ---------- *Not required*** *to fill out*

**Goals Essay Section ---------** ***Not required*** *to fill out*

**Unusual Circumstances Essay Section --------- *Not required*** *to fill out*

**Transcript Section --------- *Not required*** *to fill out*

**Reference Section -------- *Not required*** *to fill out*

At this point, you should have entered all the information that is required by Ballard Dollars for Scholars. You can go back into any section to add or revise information and re-save before the deadline (March 3rd). Don’t be concerned that it says your application is not 100% complete on your dashboard – we skipped some sections.

**BUT, You’re not done yet!! You still need to *search for*, *match to* and *apply to* scholarships.**

**Searching for Scholarships:**

When you have filled out the required sections of your application, you should click the “save and return to dashboard” button. Once back on your dashboard, you will see a “search for scholarships” button. Click on it and you will be directed to answer some yes/no questions to help the system determine if you fit the desired preferences for our scholarships for which we weren’t previously able to sort from your application information.

**Applying to your matched Scholarships:**

Once you have answered the yes/no questions, the system will give you a list of scholarships you match to under a “scholarship applications to complete” heading. This list includes all the ones where you met the preferences and one called “Dollars for Scholars scholarship” which includes all of our scholarships that have no donor preferences. After each scholarship you matched to is a red “apply” button. **You must click that button to actually apply to scholarships to which you matched.** Otherwise, you will not be considered to receive that scholarship. EVERYONE needs to apply to the Dollars for Scholars one so you are applied to our non-preference scholarships. You can apply to all your matches, however, you will only receive one scholarship at scholarship awards night. Once you have clicked “apply” behind your matches, they will move down the page to the heading “scholarships I’ve applied for.”

NOW your application is complete. However, new scholarships may come in and be entered into the system after you have finished your application and applied to your matched scholarships. You can check for this as the deadline (March 3rd) nears by logging in to your application, going to the “My Scholarships” heading on your dashboard, clicking “search for scholarships” and clicking the “verify my eligibility” button near the top of the page that lists the scholarships you have applied for. This will have the computer look to see if you match the preference for any new scholarships added since you finished.

**In Ballard Economics Class –**

If you are taking economics class at Ballard, Ms. Doland will come to your class one day in January to help your work on your application. **Please use the same email address and password in class if you already started your profile before.** We don’t want you to have two different profiles. The DFS scholarship manager will delete one of them and you will lose that information.

**What else:**

**Please DO NOT** leave everything to the last minute in case of a computer problem, being ill right before the deadline, etc. If you miss the March 3rd deadline, you miss out on a scholarship. Take responsibility to ask for assistance, if needed, before the last minute! See the end of this handout for how to get help.

**Watch for emails from the DFS scholarship manager at the email address you used in your application. You may receive reminders of what you still need to complete. These emails will come from the manager’s personal email address, but will mention DFS in the subject line, so don’t ignore them. Listen for announcements at school about deadlines, too.**

Along the right side of your screen when in the website is information from Scholarship America (our parent organization). In the “my opportunities” heading are national scholarships you can apply for using this same application. However, each of these national scholarships will have their own deadlines and will likely require you to fill out more sections of the scholarship application than what Ballard requires.

**Requirements for graduating seniors to receive a Ballard Dollars for Scholars scholarship:**

1. Be receiving a Ballard diploma.
2. Fill out application properly (all required sections) by the deadline of March 3rd.
3. Have activities and/or work experience entered in your application.
4. Search for scholarships after finishing your application. Apply to your matched scholarships and be sure to apply to the one called “Dollars for Scholars scholarship”.
5. Attend scholarship awards night (April 22nd) to receive your scholarship and thank the donor. Attendance is mandatory.
6. After scholarship awards night, go back into “My Scholarships”, “scholarships I’ve been awarded” to accept the scholarship you received and enter the institution to send it to by December 31st of 2021. You will receive further instructions about this at a later time.

**QUESTIONS?**

-- email the DFS committee at ballarddfs@gmail.com.

-- see Ms. Doland.

-- click the gray support button on the lower left (or gray “?” when using a handheld device) when

logged in to reach Scholarship America technical support. They respond in ~ 2 days.

-- click the Help section in the application system to see frequently asked questions.

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