

Student Profile – Frequently Asked Questions (FAQs)?

Q: *What if I forgot my username and password?*

A. The fastest way to get help is to click the grey “Support” tab on any page you are working on.

Q: *What happens if I miss the application deadline of March 31 at 11:59pm?*

A. **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. **We recommend you have your application submitted by March 25th**, so our chapter can address any issues you have with your application prior to the final deadline.

Q: *Basic Info – I open enroll into the BGM School District. I can not find the school district I live in under the “Which school district do you reside in” question?*

A: The “Search” criteria has to be entered exactly as stored on the national database. Here are some examples of local school districts (be sure to enter the first few characters as displayed):

Brooklyn-Guernsey-Malcom Comm School District
H-L-V Comm School District
Grinnell-Newburg Comm School District
Montezuma Comm School District

If you continue to have problems finding the school district you reside in, go ahead and enter the Brooklyn-Guernsey-Malcom Comm School District.

Q: *Additional Info – How should I answer “Highest Level of Education Completed?”*

A: Select – High School Graduate (Even if you have taken some college level classes).

Q: *Schools – I’m currently taking college classes, should list this school under “College Information”?*

A: No. If you are currently taking college classes, for example through IVCC, etc., do not include this information under the “College you are currently attending” section. Only provide the names of the college(s) you may be intending to go to.

Q: *Schools – What if I’m “undecided” on a college or major?*

A: Complete this section with a college or major you “may” enter. Some of our scholarships have criteria for which they can be awarded, so this information is important.

Q: GPA / Class Rank – How do I get my class rank and GPA?

A: You can get this information from Neal VanErsvelde. You can wait and enter this information in March or when it becomes available.

1) Use the following GPA Check Box selections:

My school uses weighted GPAs	<input type="checkbox"/>
My school used the same GPA scale for all grade levels	<input checked="" type="checkbox"/>

2) Enter the following for “What system does your school use” and “Class Size”

* Does your school rank students?	Yes ▼
* What system does your school use? ?	Integer ▼
Ranking System If Other	<input type="text"/>
* Class Rank ?	<Enter your class rank here>
* Class Size	39

Q: Test Scores – Should I list all my individual scores, plus my composite?

A: Yes, provide the score for each subject (i.e. Math, English, Reading, etc.) as well as your composite.

We recommend you include all your scores for each test date, but you can list only the scores you wish. This information may be valuable for national scholarships, should you qualify.

Q: Test Scores – The test I took does not show up in the drop-down selection list, how should I enter this information.

A: Any test., such as COMPASS, ACT STEM and others not found in the drop-down list, should be entered under the “other” selection.

Q: Activities – What should I list under this tab?

A: When you get to the Activities section, it is very important you be as specific as possible.

Include all school and non-school related extra curricular activities. Only activities for grades 9-12 qualify. Each activity should be entered separately. Here are some tips:

- Activities entered under activity type “Clubs and Organizations” should be those associated with the school. Non-school clubs and organizations should be included under “Community Service Activities”.
- For “Community Service Activities”, this is anything you did in the community for which you were not paid or compensated. It was a volunteer position. Qualifying activities for Community Service would be activities that serve and benefit the community. Remember to list each service opportunity separately to maximize your point scoring.
- For Awards, Honors, Offices (at the bottom of the screen) include things such as sectional, district or state qualifier honors, special awards or recognitions, team captain, offices such as President, Treasurer, held etc.
- 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.
- It is worth the time and investment to enter as many of these as you are able and to be specific.

Q: Activities – Should I list each year I participated in an activity separately or enter as one activity?

A: We recommend you list each year as a separate activity, as displayed in Example #1 below, but including all years of participation in one entry (Example #2) is also acceptable (No need re-enter information if you already have it completed as displayed in Example #2).

Example #1 (CSF of BGM Awards Committee preference)

(List separately as: Football – Senior, Football – Junior, Football – Sophomore, Football – Freshman)

** Activity Name	Football - Senior
** Activity Type	Athletic Activities
** Activity ?	Football
** Number of Years ?	1

Example #2 (Acceptable)

** Activity Name	Football
** Activity Type	Athletic Activities
** Activity ?	Football
** Number of Years ?	4

Q: Activities – Do concession stand hours count towards activities?

A: Yes, these hours can be used for activities, but not as employment. (See sample entry below.)

Activity Name:	Concession Stand – Varsity Volleyball
Activity Type:	Community Service Activities
Activity:	Other Community Service
Activity if Other:	Concession Stand
Number of Years:	0 (Enter “0” since it is a one-time activity.)
Total hours spent on this activity per year:	4 (Enter the hours for the individual event.)
Activity Description:	Took orders and money, food prep
Activity Organization Name:	BGM Athletic Boosters

Q: Activities or Awards – Where should I list my athletic awards/honors?

A: Athletic honors/awards should be listed under “Activities”. There is a section at the bottom of the screen which allows you to enter “Awards, Honors, Offices”. List each individually.

Note: One way to think of an AWARD is that the student would either receive a Letter / Bar for their activity each year. (Even though they may receive a certificate for All Conference it’s not coming from BGM.)

Hide **Awards, Honors, Offices**

Please enter all awards, honors, or offices you've received for this activity.

Type	Description	Year	
Award	Letter	Senior	Delete
Award	Co-Captin	Senior	Delete
Honor	All District 1st Team	Senior	Delete
Honor	All State Class A 2nd Team	Senior	Delete
-- Select --		-- Select --	Delete

[+ Add New](#)

[Save](#) [Cancel](#)

Q: Employment – Can I list individual babysitting or mowing jobs?

A: Yes, list each job separately. (See example below.)

Employer	Position	Start Date	Current Position	End Date	Hours Per Week	Amount Earned (Per Hour)	Total months of employment	Notes
Suzie Doe	Babysitter	05/01/2015	No	09/01/2015	6	5.00	4	(1)
Mandy Tate	Babysitter	07/06/2015	No	07/06/2015	3	5.00	0	(2)
Grandma Doe	Mowing	05/01/2015	Yes	NA	2	10.00	10	(3)
Todd Cahill	Mowing	06/11/2015	No	06/11/2015	3	10.00	0	(2)
Sid's Grocery Store	Cashier	01/01/2015	Yes	NA	12	9.00	24	(3)
Nelly Neighbor	Yard Work	08/01/2015	No	08/01/2015	8	6.00	0	(2)

- (1) If the work is irregular, enter in the number of months worked AND average out the number of hours worked over all the months. For example, if a student babysat 10 times over a 4 month period with a total of 60 hours, I would recommend the student enter "6" for the Hours Per Week and "4" for the number of months.
- (2) If the work is truly a "one-time" job, enter the Hours Worked and "Zero" for total months of employment. For example, student mowed the neighbor's yard while they were away on vacation.
- (3) No end date will be available if you are still employed.

Q: Employment – Can I list jobs where I've worked for my parents or other relatives?

A: Yes, if you received monetary payment you should include this information in your profile.

Q: Essays – How many words are required on the two essay questions?

A: Goals and Aspirations Essay and Unusual Circumstance Essay are worth 50 points each. Please keep each question under 300 words.

Q: Transcripts – Why is my Transcript Request status still showing Requested?

A: You may have entered the email address incorrectly. Please make sure it matches:

nvanersvelde@brooklyn.k12.ia.us

NOTE: The transcript information needs to be responded to prior to the March 31st deadline. We recommend you have the transcript request to Neal by March 1st.

Q: References – Do I need a Reference Request under this tab?


A: Our chapter does not require you to submit a reference.

Q: Paper Copy of Profile – How do I print a report of my profile?

A: Log into your student profile and click the "My Resources" tab.

Look to the right of the screen, there will be a red box that says, "Need a resume?"

Click the second or bottom "click here" tab. It will then download a PDF file with all of your information that you have inserted into your application.



Need a Resume?

Scholarship America makes it easy to produce a professional-looking resume of your academic, extracurricular and work experience right from your profile: just [click here](#) to download a totally formatted Microsoft Word resume featuring your information. (You can also [click here](#) to save all of your profile info in a Word document for your records!)