



## Kindred Area Dollars for Scholars: Completing the Student Profile

**Application Deadline: March 31, 2018**

Apply online at: [kindred.dollarsforscholars.org](http://kindred.dollarsforscholars.org)

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### Step 1: Register

- Go to [kindred.dollarsforscholars.org](http://kindred.dollarsforscholars.org) and click on the “Students & Parents” tab. Then, “Click to Login” button.
- Next, click on the “Don’t have an account yet? Create one here.” Link.
- Search for your high school and then click “Choose This School.”
- **Use an email address that you will have access to after high school.**
- Fill in all of the Basic Information fields with the required information, read the terms and conditions and check the box to agree. When you are finished, click “Submit.”
- After submitting this information, an email will be generated that contains your login information. If you do not see this email in your inbox within a few minutes, please check your junk/spam folders. If you did not receive this email, please click on the grey “Support” button on the bottom left of the login page to request your login information.

### Step 2: Fill out the Application

- Access the email you were sent and use your email address and the temporary password you were sent to log in.
- Once logged in, click on the “Work on Profile” button to get started.
- You will be taken to the first section of your profile. You must complete all the double starred (\*\*) items in order to submit the form and you must complete all of the single starred (\*) items to move your progress towards 100%. All other items are helpful in matching to scholarships, but optional.

- Notice the progress bars under My Information. The color next to each section of the profile indicates the level of completeness of that section.
- Be complete and accurate. This will lead to more scholarship opportunities.

#### **Directions for Specific Sections:**

- **Activities:** List all of the activities (both through the community and your high school) that you have participated in since the 9<sup>th</sup> grade. List each activity separately.
  - i. 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.
  - ii. 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.
  - iii. 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.
  - iv. It is worth the time and investment to enter as many of these as you are able and to be specific.
- **Parent/Guardian Info:** If you are under 18, you must have parental consent to apply for scholarships. Enter the contact information for your parent/guardian and then click the “Request Consent from Parent/Guardian” button - this will send an email to your parent asking them to grant you permission to continue with the scholarship process. This email will contain login information for their Parent account. When they log in to the parent account, they will be prompted to grant consent.
 

If your parent does not see this email in their inbox within a few minutes, please have them check their junk/spam folders. If they did not receive the email, please have them click on the grey “Support” button to request their login information.
- **Financial Info:** Kindred Area Dollars for Scholars does NOT require the completion of financial information in order to be eligible for need based scholarships. Kindred Area Dollars for Scholars will not be viewing this information even if you choose to enter it so that you may apply for state or national scholarships.

*If using EFC:* Please enter your FAFSA EFC on the Financial Info page and check whether your Student Aid Report said you were Pell eligible. This information is found in the Student Aid Report (SAR) you received after completing the Free Application for Federal Student Aid (FAFSA).

*If using SPC:* Please enter your parent's contact information so that they can complete more detailed financial information. Your parent will be sent an email containing login information for their parent account to enter financial information. (If your parent does not receive this email with login information, please have your parent click on the grey "Support" button on the Login page to request this information.)

- **Essays:** Please share your goals and have someone review your essay for errors. Be as specific as you can in stating your goals and put some time and effort into a well thought out essay. You do not have to fill out the essay for Unusual Circumstances. The 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).
- **Transcripts & References:** You are required to have a Transcript uploaded by: Joseph Snowden. When you click on the "Add School Official Information" button, a box will appear for you to add the following information:
  - School Official First Name: **Joseph**
  - School Official Last Name: **Snowden**
  - School Official E-mail Address: **Joe.Snowden@k12.nd.us**
  - School Official Phone Number: **701-428-3177**

**Primary Reference:** Please follow the same process outlined above to enter the contact information for your Primary Reference. Ask your reference before you send this if they are willing to complete this for you and follow up with them to ensure they received the email from Scholarship America. Please send this request to a teacher, coach, or employer who knows you well. This reference may not be completed by a family member.

- When your profile is complete, click on the "My Scholarships" page to start your scholarship search.
- Answer all custom eligibility questions, if any, that appear on the following page. These questions are used to help verify your eligibility for scholarships.

## Step 3: Submit your Applications

- On the My Scholarships page, click the “Verify Eligibility for All Scholarships” button to search for scholarships you are eligible to apply for. All scholarships you are eligible for will appear in the box below the button.
- Some scholarships require additional information from you before you will be able to submit. This will be indicated by an active **Questions** or **References** button. Click on the active buttons, complete the information and the “Apply” button will activate. If the **Questions** and **References** buttons are not active on a matched scholarship, no additional information is required.
- You **MUST** click the “Apply” button next to each scholarship you are matched to in order to be eligible to receive that scholarship.
- Be sure to check the “My Scholarships” and “My Opportunities” sections often as scholarships open and close all the time.

Below is an example of 2018 scholarships that could be available in addition to the Kindred Area Dollars for Scholars awards. You can track how complete your profile information is along the left. Answer the Questions next to each scholarship and then you can click ‘Apply’ if you meet all criteria.

My Information

Basic Info

Additional Info

Schools

GPA

Class Rank

Test Scores

Activities

Awards

Employment

Documents

Parent/Guardian Info

Financial Info

Goals Essay

Unusual Circumstances Essay

Transcripts

References

Help

Click Verify Eligibility for All Scholarships to see if there are any New Scholarships you match to.

Verify Eligibility for All Scholarships

Chapter Name

North Dakota Dollars for Scholars

QuestionsReferences

**Scholarship Applications Ready to Complete.** If Questions or References button is highlighted red, please click and follow instructions. You must do this step BEFORE you are able to click the Apply button. **The apply button must be clicked BEFORE the close date in order to be eligible.**

**NOTE:** If you see a button that reads “no longer eligible”, then your profile or the scholarship requirements have changed and you are no longer eligible for that scholarship. To check this, click the “Verify Eligibility for all Scholarships” button at the top of this page.

Scholarship	Close Date				
JoAnn Link Hetzel Memorial Scholarship - 2019	04/01/2018	View	Questions	References	Apply
NDDFS Brad & Julie Burgum Community Service Scholarship - 2018	04/01/2018	View	Questions	References	Apply
NDDFS Dr Fradkin Community Service/Volunteer Scholarship - 2018	04/01/2018	View	Questions	References	Apply
NDDFS Joann Link Hetzel Memorial Scholarship - 2018	04/01/2018	View	Questions	References	Apply
Kindred Area Dollars for Scholars - 2018	04/07/2018	View	Questions	References	Apply

Scholarship America Partner Scholarships

Support

My Scholarships

## Frequently Asked Questions

### **My profile is at 100%, does that mean I'm done?**

Not necessarily! After filling out your profile, you need to **search for scholarships** and then click Apply to formally be considered. You haven't actually submitted your application for a particular scholarship until you hit the Apply button. Go into the My Scholarships section of your profile to see the list of scholarships you have met the requirements for and click Apply to all of them you want to be considered for.

### **How do I submit my application?**

Go into the My Scholarships section of your profile, you will see a list of all the scholarships you have met the requirements for and will see the associated Apply buttons. If you do not see any scholarships listed here, you are not currently meeting the eligibility requirements of any open scholarships. Be sure to check through your profile to confirm the information is correct and reach out to your local chapter to confirm their eligibility requirements.

### **How can I change my answers to an eligibility question?**

Click the Support button on the bottom left of the screen to submit a help ticket to us and specify which question you answered incorrectly and we can reset it for you.

### **How does scoring work?**

All applications are scored anonymously. An evaluation committee member (board member without a senior, teacher, or community volunteer) scores one section for each application without viewing the student's personal information. The computer calculates one final score per applicant. The awards committee uses these scores to award scholarships.

	Weighted Point Distribution	Weighted Percentage Distribution
Work Experience	20	8.0%
Activities and Leadership Contributions	30	12.0%
Educational and Career Objectives	20	8.0%
Unusual Circumstances	10	4.0%
Primary Reference	40	16.0%
Scholastic Performance	80	32.0%
Scholastic Aptitude	40	16.0%
Other (Custom Questions)	10	4.0%
Other (Additional References)		0.0%
Total	250	

### **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.

## **Questions & Help**

- If at any time you have questions about the application or scholarships available, please contact Kelly McDonald, [kellymcdona@hotmail.com](mailto:kellymcdona@hotmail.com), 701-371-9474.
- If you need technical assistance with the application, please contact Scholarship America's technical support by clicking on the grey "Support" button.