Benton Scholarship Foundation Application Process

Step-by-Step Guide





- □ Application opens January 15
- Application closes March 22 (midnight)
- Awards presented May 13 (Senior awards program)



Objectives

- Learn how to access the student profile
- Learn the different components that make up the student profile
- Understand the match and application process for scholarships



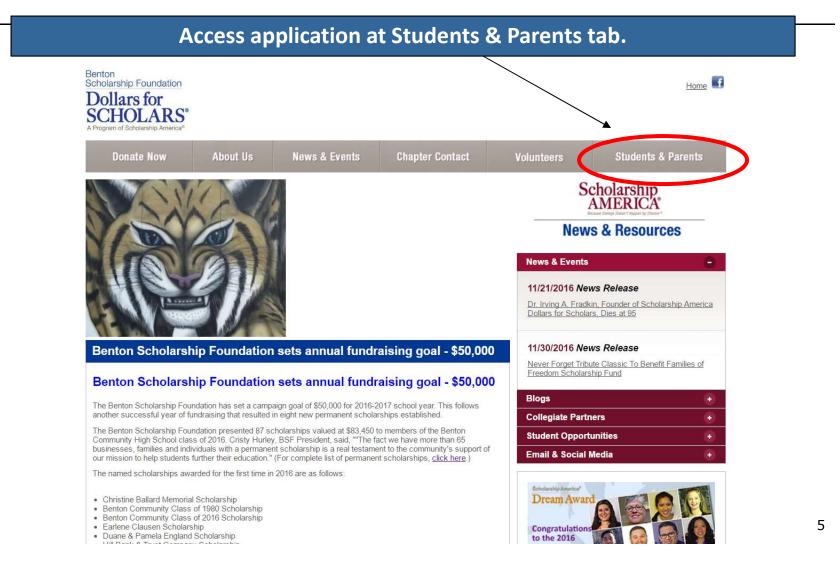
Focusing on Students...

- Visit the <u>bentonia.dollarsforscholars.org</u> website
- Complete the FREE online profile
- Receive list of scholarship opportunities
- Apply for scholarships
- Gain access to bigger, national network of opportunities
- Attend and complete college





Getting started – Log on to bentonia.dollarsforscholars.org





Student Access

Scholarship America®



First time users, click here to start login process.

The Scholarship America Dollars for Scholars Student Center

Welcome to the Scholarship America Dollars for Scholars Student Centerl By creating a free profile you will automatically get access to Scholarship America's valuable resources, and you'll have the opportunity to match to and apply for relevant scholarships. If you live in a community with a Dollars for Scholars affiliate, that matching list will include their local awards; if you don't, you'll still match to scholarships from partners like Fastweb, and others.

In addition to scholarships, you'll find college guidance, financial aid advice, video tips and much more. And don't forget. Scholarship availability is constantly changing, so make sure you return to your profile often.

If you already have an account in the system, enter your email address and password below to login. If you do not remember your password, please click "Forgot Password?" to retrieve your password. If you don't already have an account, please <u>click here.</u>

Student L	.ogin
Email Address Password	
Forgot Password?	Login

Counsel	ors
Counselors:	<u>Click Here to Log In</u>
Referenc	es
References:	Click Here to Log In

Parents

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Welcome To Scholarship America	a Student Center			
schooled, please type "home schoo school" into the school name and ch he screen to submit a help ticket wi	led" into school name and choon noose that entry. If your school is ith your school's address inform	se that entry. If you are s not listed, please use	e in middle scho e the gray suppo	ol, please type "middle ort tab on the left side of
schooled, please type "home school school" into the school name and ch he screen to submit a help ticket wi High School Name benton comm	led" into school name and choon noose that entry. If your school is ith your school's address inform	se that entry. If you are s not listed, please use ation	e in middle scho e the gray suppo	ol, please type "middle ort tab on the left side of
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Dollars for SCHOLARS A Program of Scholarship America®

Student Access

y Information	You must complete all the double starred (**) item complete all of the single starred (*) items to move helpful in matching to scholarships, but optional.	
Basic Info	Click here to change your email address.	
Additional Info		3 <u></u>
Schools	** Legal Last Name 😜	
GPA	** Legal First Name 😮	
-	Middle Name	
Class Rank	Middle Name 2	
Test Scores	Salutation	Select V
Activities	Suffix	
Awards	Preferred Name/ Nickname	
Employment	** Country	
Documents	** Primary State or Province	Select T
entre of the second sec	** Primary Address Line 1 😮	
Parent/Guardian Info	Primary Address Line 2	
Financial Info	Primary Apartment ** Primary County	Select T
Essays	** Primary City 😧	Search Unselect
Transcripts & References		Search Officere
Help	Primary City (if not found in above list)	
	** ZIP or Postal Code	
My Scholarships	** Which school district do you reside in? 3	Search Unselect
ž k	* Time at Current Address	-
My Opportunities	* Email Address @ cristina.hurley@mcqladrey.com	
Av Sehelarshin News	* * Primary Phone Number	
My Scholarship News	Primary Phone Text Capable - check box	
My Resources	Alternate Phone Number	
	Alternate Phone Text Capable - check box	
	Fax Number	
	Other Messaging Address	
	Other Messaging Address Type	
	* Preferred Contact Method	Email
	** How did you find us?	Referred by friend or family member No file is currently uploaded.
	Photo	Upload File
	**I agree that Scholarship America or an affiliated program may use my photograph, name, the name of my community, the name and address of my school, in press releases, public announcements, and other fundraising or promotional materials throughout the world and in all media (including the Internet), whether now known or hereafter developed, without limitation or condition, to advance the non-profit objectives of Scholarship	8

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.

Once this is complete you will receive an email to verify your profile and create a password.

NOTE: Do NOT use your school email address



Student Access

- Check your non-school email for the next step.
- Follow the directions in the email to create your password.

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Student Dashboard = Your Homepage

A Program of Scholarship America®

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Dollars for

Cholarship America" Collars for SCHOLARS"	Welcome, Cristina Your Chapter Mate NA9999 - National Schola	ches click below to view their website	
	IA1446 - Benton Scholars		
My Information		My Opportunities	
Your profile is 92% complete.		Look here for announcements from your Chapter	
You still have an incomplete profile. You will reach	100% complete when all the	GE-Reagan Foundation Scholarship: Renewable \$10,000 awards for high school seniors	
starred (*) items in each section are complete, how scholarships with less than 100% complete. If you	ever you may still apply for do not complete your profile,	Scholarship America Student Resources: Help for every step of the college process.	To begin your
you may not qualify for all scholarships. To work or		Read More	profile, click here.
To have a complete profile, the following supplem required. Request this information by going to the profile. Current status of these pieces are:		My Scholarship News	prome, click here.
Financial Information (for method 3) from Parent not wish to enter financial information		Look here for news from Scholarship America	
<u>Transcript Information</u> from Counselor: <u>Requested</u> <u>Recommendation</u> from Counselor or other Referen <u>Consent</u> from Parent or Guardian: <u>Requested</u>		Study Finds Teens Select Wrong College Majors:A new report reveals that teens are selecting college majors that do not match their interests.	
		The Most And Least Lucrative College Majors, In 2 Graphs: Which college majors promise the best starting salaries?	
My Scholarships		Don't be fooled by the 'college is not necessary' talk:	
You have unsubmitted scholarship applications.	ick Here to submit your open	Read More	
conclusing approxime.		Bach Next	
Check this section often, as scholarships open and scholarships open for which you qualify, they will au		My Resources	
We recommend you check back weekly so that you opportunities.		Look here information from Scholarship	
•To search for new scholarships and edit, submit, a scholarships you've already found Click Here	nd check the status of	America's partners The College Chanculator From StatFuse: Use real admissions data to estimate your college chances	10

Application progress

Basic Info
My Information
Basic Info
Additional Info
Schools
GPA
Class Rank
Test Scores
Activities
Awards
Employment
Documents
Parent/Guardian Info
Financial Info
Essays
References/Transcripts
Help

Benton

Scholarship Foundation

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A Program of Scholarship America®

As you complete your application, please keep in mind:

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.

As you move through the application sections, if you are not sure if a section is complete, refer to the "My Information" column.

Remember:

Green = Completed Yellow = Not complete Red = Not started

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Student Profile – Required Sections for BSF Scholarships

Basic Info				
My Information	You must complete all the double starred (**) it complete all of the single starred (*) items to m are helpful in matching to scholarships, but opt	ove your pro	r to subm ogress to	hit the form and you must wards 100%. All other items
Basic Info	Click here to change your email address.			
Additional Info				
Schools	* * Legal Last Name 😯	Hurley		
GPA	* * Legal First Name 😯	Cristina		
Class Rank	Middle Name			
	Middle Name 2			
Test Scores	Salutation	Select	-	
Activities	Suffix			
Awards	Preferred Name/ Nickname			
Employment	** Country	usa		
Documents	** Primary State or Province	7272 19th		
Parent/Guardian Info	* * Primary Address Line 1 😵 Primary Address Line 2	12/2 1901	Ave	
Financial Info	Primary Apartment			-
	* * Primary County	BENTON	14	-
Essays	* * Primary City 😱	Search	Unsele	
References/Transcripts		VAN H	All strengthenergy and	
Help	Primary City (if not found in above list)			
	* * ZIP or Postal Code	52346		
My Scholarships	* * Which school district do you reside in? 😯	Search	Unsele	+

✓ Basic Info

✓ Additional Info

✓ Schools

✓GPA

✓ Activities

✓Awards

✓ Employment

✓ Parent/Guardian Info

✓Essay

✓ References/transcripts

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Student Profile

- Additional information
 - Some information is voluntary, however you may match to a broader range of scholarships by filling in all fields.
 - Be complete and accurate! Double check your work.

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Student Profile – Basic Info

Scholarship America®

Dollars for

Back to Dashboard Logout

Welcome, Cristina Hurley Your Chapter Matches click below to view their website 9 - National Scholarships - DFS

Basic Info

My Information

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

Basic Info

click here to change your email address.

Additional Info			
Schools	* * Legal Last Name 😗		
GPA	* * Legal First Name 😯		
Class Rank	Middle Name Middle Name 2		
Test Scores	Salutation		
Activities	Suffix		
Awards	Preferred Name/ Nickname		
Employment	* * Country		
	* * Primary State or Province		
Documents	* * Primary Address Line 1 😵		
Parent/Guardian Info	Primary Address Line 2		
Financial Info	Primary Apartment		
Essays	* * Primary County		
References/Transcripts	* * Primary City 😯		
Help	Primary City (if not found in above list)		
21 State 1	* * ZIP or Postal Code		
My Scholarships	* * Which school district do you reside in? 🜍		
My Opportunities	* Time at Current Address		
My Scholarship News	* Email Address 😯		

Complete each section of the profile.

- The status bar will turn green as you complete each section.
- You must complete all the double starred (**) items in order to submit the form. • All single starred (*) items move your progress towards 100%.



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Student Profile - Demographics

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	* * Birthdate 🔞		
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tuder	* Ethnicity	Non-hispanic	
	* Race 🕑	Caucasian	erly
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hools	* First Generation to Attend College?		
st Score	* Highest Level of Education Completed	Select 👻	
ass Ran her Fina	* Have you been subjected to any school or legal disciplinary action?	Select 💌	
tivities noloyme	* Primary Language	Select 💌	
nancial II	* Primary Language Spoken at Home	Select 😪	
anscript: Isays Iditional	● Show Other Information		í l
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Student Profile – Schools

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tlook Web Access	X Scholarship America - Because College	Thtp://public.dollarchools&action=multi × ChapterNet	*
s			× Jashboa
EHide	Grade Level		
* * Cu	rent Grade Level	Select	
Hide	High School Information		
* * Yea School	r Graduated/ Expected Graduation from High	Select 💌	ttend
* * Hig	h school you graduated from/expect to gradua ast attended	ate Search Unselect	rmation t Fourtee
		🖲 GOAL ACADEMY PUEBLO	= Countere
l recei	ved my GED		
	College Information		
* Colle	ge Application Status	Select 💙	
Colleg	e Application Status If Other		
What	ype of post-secondary institution (if any) are tending/plan to attend?	Select	
* Antio	ipated Year Graduation from College	Select 💌	
* Inter	nded/Current Major	Select	
	ipated Degree Type	Select 💌	
* Stud	ent will be enrolled:	Select 💉	~



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Student Profile – GPA

Мy	Information	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 item are helpful in matching to scholarships, but optional.	
L	Basic Info	** GPA information available I have high school GPA information only	
i	Additional Info	My school does not calculate GPA on a 4.0 scale	,
1	Schools	My school uses weighted GPAs	
Þ	GPA	Grade 9 GPA 2	
1	Class Rank	Grade 10 GPA 2	
i.	Test Scores	Grade 11 GPA 🥑	
i.	Activities	Grade 12 GPA	
i	Awards	** Cumulative HS GPA 😧	
i	Employment	Save and Continue Save and Go To Dashboard	
1	Documents		

Provide cumulative HS GPA. BCHS does not use weighted GPAs.



Student Profile – Test scores

Not required for BSF scholarships



Student Profile - Activities

Activities			
My Information	activities in which you have pa	mation" button to complete this section. Please list all school rticipated during the past 4 years (e.g. student government, r munity activities in which you have participated without pay d	
Basic Info		oss, church work, etc.). Make sure to include all of your activity	
Additional Info		Add another activity I have entered all my a	ctivites
Schools	* Activity Name	* Activity Type	
GPA	Save and Continue Save and Go	o To Dashboard	
Class Rank		•	
Test Scores	Enter ALL sc	hool and non-school relate	d extra
Activities			
Awards		ctivities (church, community	, sports, fine
Employment	arts, clubs, v	olunteering, etc.).	
Documents			
Parent/Guardian Info			
Financial Info	Scoring dep	ends on the completeness o	of your
Essays	scholarship	application.	
References/Transcripts		approaction	
Help	-		
My Scholarships	-		
My Opportunities			
My Scholarship News			



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Student Profile - Activities

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			×
Oollars	* Activity Name	Î.	Jashboar
Suprement States	* Activity Type	Select 💙	
	Activity		
	* Number of Years 🕑		
Studer			
			es
My Infor			
Basic Infor Additional			nusic, ring the
Schools			
GPA Test Score	Activity Description		
Class Ran	Activity Organization Name		
Other Fina Activities			
Employme			
Financial II Transcripts			
Essays Additional			
My Scho			
Find News	Activity Organization Address		248
Scholarshi	Activity Start Date 🕑		



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Student Profile - Employment

Em	ployment				
My	Information	employment for which		utton to complete this section. Please list all the past 4 years. <u>Make sure to include all of your jobs,</u> ps.	
	Basic Info		Ar	dd another Employment I have entered all my employment	
	Additional Info	* Employer	Position	* Hours Per Week	
1	en vicent standard	Save and Continue Sa	ave and Go To Dashboard		
	Schools			<i>ν</i> .	
	GPA				
1	Class Rank				
1	Test Scores	Click th	is button t	to enter ALL your informa	tion.
1	Activities				
	Awards	Be sure	to include	e any and all paid work e	sperience during
	Employment	your hi	gh school	years (2015-2019).	
I	Documents		0		
1	Parent/Guardian Info				
	Financial Info				
1	Essays				
1	References/Transcripts				
ĥ	Help				
Му	Scholarships				
My	Opportunities				
Mv	Scholarship News				



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Student Profile - Employment

/icrosoft Outlook	Web Access	http://public.dollaoym	nent&action=multi × ChapterNet	×
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Dollars			3	• Jashboan
SCHO	* Employer	-		
	Position			
	Current Position?	Select 👻		
	Start Date 🕑	7		
Studer	End Date 😢 If you are currently employed in this position, leave blank.			
My Infor Basic Infor	Hours Per Week 2 Ranges will not be accepted please enter the average hours per week.			l.
Additional	Amount Earned 🕖	5	per hour	mation
Schools GPA	Total months of employment 😵			
Test Score				s
Class Ran Other Fina				
Activities				
Employme Financial II				
Transcripta Essays				
Additional	Notes	-		
My Scho				
Find New S			Save and add another Save Cancel	
My Opport	unities			
My Opport	unities			



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Student Profile - Parent consent

Information	Because you are under 18, you must receive permission from a scholarship application process. Use the form below to enter in parent/guardian and then click the "request consent" button - the	formation about your
Basic Info	asking them to grant you permission to continue with the schole	
Additional Info	In the rare case that you are emancipated from your parents, y	ou would not be required to have
Schools	parental permission. If you believe that you qualify, Click here	
GPA	Consent Status: Not started	
Class Rank	* * Primary Parent First Name	
Test Scores	* * Primary Parent Last Name	
Activities	Relation	
Awards	* * Primary Parent Phone Number	
Employment	* * Primary Parent Email Address	
Documents	Request Consent from Parent/Guardian Save and Go To Dashboard	I am legally emancipated

If you're under 18, you need parental consent to apply for scholarships. Applicants 18 and older, will not have this screen.



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Student Profile - Essays

	Points are awarded to applicants bas	ased on how well they are able to express their goals a	nd plan
My Information		dents have lived through circumstances that should be	
Basic Info		the opportunity to tell the selection committee somethin	
Additional Info		lata above. Please take the time to complete these ess r local chapter to confirm length requirements.	ay
Schools	Goals and Aspirations Essay: Plea	se describe your plans as they relate to your education	onal and
GPA	career objectives and future goals.		
and Aspirations Essay:	* Goals Essay : Write an essay detailing your plans a	as they relate to your educational and caree	
and Aspirations Essay: ves and future goals. GOALS. We strongly su	* Goals Essay : Write an essay detailing your plans a THIS ESSAY SHOULD INCLUDE A 5-ST	TEP PLAN THAT DETAILS HOW YOU PLAN TO I d essay in Word and paste it into your profile	REACH
nd Aspirations Essay: ves and future goals. GOALS. We strongly s	* Goals Essay : Write an essay detailing your plans a THIS ESSAY SHOULD INCLUDE A 5-ST uggest you type your 500-1000 word NGTH REQUIREMENT.] DO NOT INCLU	TEP PLAN THAT DETAILS HOW YOU PLAN TO I d essay in Word and paste it into your profile UDE YOUR NAME.	REACH . [THE
and Aspirations Essay: ves and future goals. GOALS. We strongly su DOES NOT HAVE A LEI	* Goals Essay Write an essay detailing your plans a THIS ESSAY SHOULD INCLUDE A 5-ST uggest you type your 500-1000 word NGTH REQUIREMENT.] DO NOT INCLU Unusual Circumstances Essay: P Circumstances have affected your ac	TEP PLAN THAT DETAILS HOW YOU PLAN TO I d essay in Word and paste it into your profile	REACH . [THE ersonal
and Aspirations Essay: ives and future goals. GOALS. We strongly su DOES NOT HAVE A LEI Employment	* Goals Essay Write an essay detailing your plans a THIS ESSAY SHOULD INCLUDE A 5-ST uggest you type your 500-1000 word NGTH REQUIREMENT.] DO NOT INCLU Unusual Circumstances Essay: P circumstances have affected your ac school and community activities.	TEP PLAN THAT DETAILS HOW YOU PLAN TO I d essay in Word and paste it into your profile UDE YOUR NAME.	REAC . [THI ersona

Unusual Circumstances Essay: THIS ESSAY IS NOT REQUIRED FOR BSF SCHOLARSHIPS. However, national scholarships awarded through Dollars for Scholars may use this information in their selection process.

manoompto
References
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Help



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Student Profile – Transcripts

My	Informatio	on	Transcript Requests Scholarships require the submission of a school transcript or at least verification by a school	N
1	Basic Info		official. For High School transcripts, enter the name and contact information of your guidan counselor. Once you are finished, press the "Request Transcript Information" button to require transcript.	ce
lisa enn	Venneman	juest transcr ton.k12.ia.us 356	Information from Counselor: Not started	nation
10.0	C			
1	Test Scores Activities Award		Please note: If you want to include additional transcripts from previous schools, please uplo them to the additional documents area (unofficial is fine).	bad
	Activities Award Emplo			bad
	Activities Award Emplo Docun	* * Counseld	them to the additional documents area (unofficial is fine).	bad
	Activities Award Emplo Docun Parent	* * Counselo * * Counselo	or/Registrar First Name	bad
	Activities Award Emplo Docun	* * Counselo * * Counselo * * Counselo	or/Registrar Last Name	bad

Scholarship Foundation Dollars for SCHOLARS® A Program of Scholarship America®

Benton

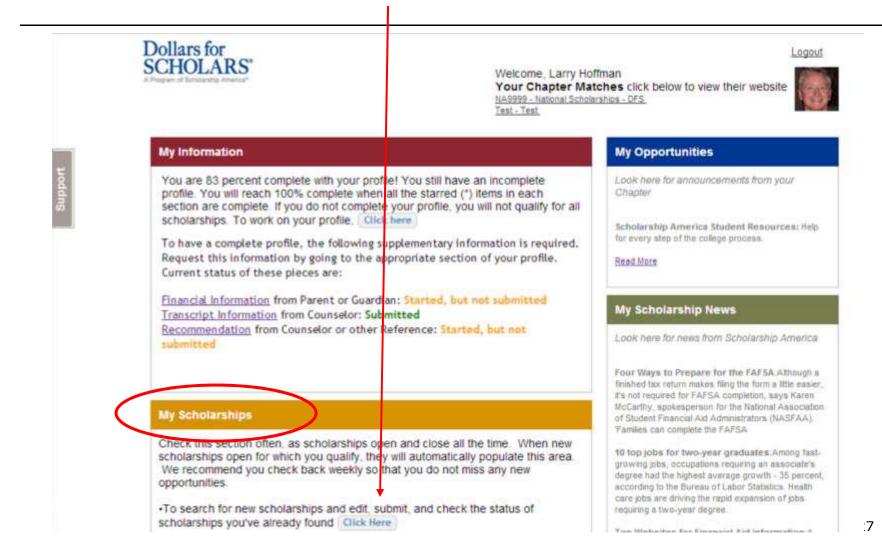
Student Profile – Recommendation

References/Transcripts			
My Information			
P	* * Reference First Name		
Basic Info	* * Reference Last Name		
Additional Info	* * Reference Phone Number		
ce you have requested your	* * Reference Email Address		
nscript and	* * Reference Relationship	Select	~
ommendation, click save	Reference Relationship If Other		
look for scholarships.			Save and Request Appraisal Cancel
f you have an incomplete	Recommendation Request	\sim	
tion(s), save and go to hboard. Remember: Green = Completed	Scholarships require the submission of a rece enter the name and contact information of yo the "Request Recommendation" button to rec	ur selected referen	ce. Once you are finished, press
Yellow = Not complete Red = Not started	Recommendation from Counselor or other R	eference: Not start	ted
Essays			Add Reference Information
, References/Transcripts			
Help	Save and Look for Scholarships Save and Go To I	Jashboard	

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Student Profile - Finding Scholarships





Student Profile - Scholarship Matches

Please note, if you have incorrectly answered any of these questions and want to change your response, please contact dollarsforscholars@scholarshipamerica.org.

* - Required field

Submit Cancel

I plan on attending a modeling school OYes ON	0
Do you like Batman? OYes ON	0
Hide Questions You've Already Answered	
Are you a patient of Dr Germscheid	Yes
I plan on attending a modeling school	Yes
Are you currently or do you plan to enroll full-time in a postsecondary school next year?	Yes
Submit Cancel	
Copyright Scholarship America, Inc. 2011, All rights reserved.	🖬 i 📴 i 🔤 i 🔤 i 🖬 i

If any scholarships you match to contain any custom eligibility questions, you will need to answer them first.

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Student Profile - Apply

My Scholarships

Additional essay or reference information may be required before submitting some applications.

Double check that your profile is as complete as possible

To submit your application, you MUST click the "Submit App" button.

Unsubmitted Applications

Below are the open scholarships that you match to.

- If additional information in necessary, you will be able to click the "Essays" and/or the "References" buttons to complete your application.

When the application is complete, you will be able to click the submit button.

- NOTE: If you see a button that reads "no longer eligible", then your profile has changed and you are no longer eligible for that scholarship.

- NOTE: once you submit an application you will no longer be able to edit it.

 Scholarship
 Close Date

 Local Chapter Award
 04/19/2013
 View
 Essays
 References
 Submit App

 tester
 07/31/2013
 View
 Essays
 References
 Submit App

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My Resources

My	Resources		
Му	Information	To download a hardcopy of your profile Click Here To download parts of your profile into a resume format Click Here	
1	Basic Info	Buick Achievers Scholarship Program	
1	Additional Info	The Buick Achievers Scholarship Program is open to high school seniors or college undergraduates who plan to major in a specified course of study that focuses on Engineering, Technology, or select Design and Business-related programs of	ii
1	Schools	study. Scholarships will be awarded based on participation and leadership in community and school activities, interest in the	
1	GPA	automotive industry, academic achievement, first-generation college student, female, mino My Resources Click on My Resou	arces:
1	Class Rank	If you have the passion to succeed — especia	
1	Test Scores	Buick Achievers Scholarship Program is look Read More If you would like to download	a hard conv of
1	Activities	Foundup of Top Financial Aid Sites	• •
1	Awards	The CSS Profile Which I wrote about in a rec	
	Employment	applying to those schools who require it, and thought I'd give you all my thoughts on some Read More	e BSF Career
1	Documents	Center.	
1	Parents/Financial Info	All New: StudentAid.Gov The U.S. Department of Education launched	
1	Essays	information on all parts of the rederal financia aid and more. Read More	your profile in
1	References/Transcripts	resume format.	
My	Scholarships	Share Your Schelarship Story How did scholarships change your life? Than MyScholarshipStory.org!	
Mv	Opportunities	Scholarship America Resource Cent If you want to learn more abo	ut other
-	Scholarship News	Scholarship America's Student and Parent R aid and scholarship process. Visit echolarship resources for financial aid and admissions as Read More Control and admissions as	arn about
Mv	Resources	The Scholarship Coach	

Scholarshin America's blog The Scholarshin Coach, published by USNows com, offers valuable resources and event



Q. My profile isn't at 100% completion, how do I know where I'm missing information?

All the sections of the profile are color coded by completion (see slide 11)

Red = not started Yellow = started but not completed

Green = complete

Look for the red or yellow sections in your profile, this is where you are missing information.

Q. My profile is at 100%, does that mean I'm done?

Not necessarily! You have to submit to any scholarships you want to be considered for, your profile is not automatically submitted. Go into the My Scholarships section of your profile to see the list of scholarships you have met the requirements for and submit to all of them you want to be considered for (see slides 27-29).

Q. How can I change my answers if I have already submitted my application?

Click the **Support tab** on the left side of the screen to submit a help ticket to Dollars for Scholars specifying which question you answered incorrectly and the IT team can reset it for you.



- □ Application opens January 15
- Application closes March 22 (midnight)
- Awards presented May 13 (Senior awards program)



Questions?

- Contact any one of the individuals below who can help get an answer to any question or problem you may have with the application.
 - Mrs. Venneman <u>mvenneman@benton.k12.ia.us</u>
 - Gina Krug gdkrug@rockwellcollins.com or 319-223-2040
 - Sue Gessner jandsgessner@southslope.net or 319-223-5495
 - Theresa Thompson <u>tthompson@benton.k12.ia.us</u> or 319-228-8472
 - Cristy Hurley <u>cristyhurley87@gmail.com</u> or 319-228-8690
 - Rita Taylor Stewart <u>ritataylorstewart@hotmail.com</u>