



Guide to Continuing Education Scholarships

What is Shawano Dollars for Scholars?

Shawano Dollars for Scholars® is a locally run, non-profit, organization promoting post-secondary education by providing local scholarships to students from Shawano Community School District in Wisconsin. Established in 1993, Shawano Dollars for Scholars has awarded thousands of scholarships. We are part of a network of over 500 affiliates of the Scholarship America Dollars for Scholars program.

The Shawano chapter of Dollars for Scholars expands the opportunities of Shawano high school graduates and adult students by working in partnership with organizations, businesses, and individuals to raise funds for graduates seeking scholarships. Scholarships are awarded in a fair and objective manner to deserving students.

Who qualifies for a scholarship?

Anyone who graduated from Shawano High School less than 7 years ago OR graduated from a private or homeschool program less than 7 years ago AND lived in the Shawano School district for their 10th, 11th and 12th grade high school years. Continuing Education Scholarships are meant to help students continuing on their education journey for their 2-5 years in a college undergrad studies (we do not currently have scholarships for Graduate School) Each of our scholarships are competitive and are based on Merit only or Merit + Financial Need.

How do I apply for a scholarship?

The best news is you just have one profile to fill out and you can fill this out at any time. Your profile is filled out using Scholarship America's online tool, ChapterNet. Please note that your personal data is highly secure and only a small number of Shawano Dollars for Scholars Board Members will have access to your data for the purposes of scoring and awarding scholarships.

On October 1, the scholarships will open for the scholarship season, however you can update your profile at any time. After October 1st, you can apply, however as we do require your Fall Semester Unofficial transcript, if you choose to apply on October 1st, you will have to go in after you receive your fall semester grades to update your college GPA and upload your unofficial transcript in the documents section of your profile for you to be awarded a scholarship after June 1st.

Based on information from your profile, the computer automatically matches you to any of the scholarships that you qualify for, as long as the below sections have been updated on your profile, then the Continuing Education Scholarship will show after October 1. If it does not show on the top of the page, then you need to review the below sections and make sure you have updated them. REMEMBER, each year is a BRAND NEW application, and all sections must be updated to qualify for a new scholarship.

If you have completed your profile correctly, and Continuing Education Scholarship does show, you would click on the "Apply" button before the deadline of June 1. You will receive an email immediately after you have applied, and when you go back into "my Scholarships" page, you will now see it under the heading "Scholarships I have applied for". Any updates that you make to your profile after you have applied, and before June 1st, will be seen by the scholarship committee. (Example, if you clicked "Apply" in October, and made changes to your profile in May, we will see the May update only)

Completing and Applying for Scholarships

Dollars for Scholars Awards are competitive. To give yourself the best possible chance to win a scholarship, you must fill out an online profile completely and accurately and submit your profile during the application process for scholarships.

These instructions are for students who have already created a profile and received the Shawano Dollars for Scholars Graduating Senior Scholarship or a previous Continuing Education Scholarship. IF YOU HAVE NOT RECEIVED A SCHOLARSHIP FROM SHAWANO DOLLARS FOR SCHOLARS IN THE PAST, AND YOU DO QUALIFY WITH THE CRITERIA ABOVE, PLEASE GO BACK TO OUR WEBSITE AND FOLLOW THE GRADUATING SENIOR SCHOLARSHIP, STEP 1. CREATING A PROFILE.

There are three steps in the application process:

- 1) Update your profile information
- 2) Upload you Unofficial Transcript and First page of your FAFSA SAR, showing the EFC#
- 3) Go to “My Scholarships” page and Apply for the Continuing Education Scholarship. (Can submit between October 1st at 12:01am and June 1st at 11:59 pm.)

Step 1. Directions for Updating a Profile

After you log on with your email and password, you will see the Dashboard page. The Dashboard is your summary of your profile and scholarships. This is your home page. Your next task is to work on completing your student profile. Under My Information bar: you will see a “Click Here” button to work on your profile. Click this button to begin. **REMEMBER DOLLARS FOR SCHOLARS SCHOLARSHIPS ARE COMPETITIVE AND IT IS IN YOUR BEST INTEREST TO BE AS SPECIFIC AND ACCURATE AS POSSIBLE.** Your home page will tell you the % of your profile that you have completed. **Having a profile at 100% complete DOES NOT MEAN YOU HAVE APPLIED FOR A SCHOLARSHIP.** YOU STILL HAVE TO COMPLETE STEPS 2 & 3 TO APPLY for a scholarship.) When your application is scored, it is based on information you entered on the profile. Please see FAQ at end of this document under “how does Scoring work” with the sections that you want to pay the closest attention to for our scholarships.

Anything with a double asterisk (**) is required in order to apply for scholarships by the ChapterNet System. Some of the other fields are required by our scholarships as well. Please read through these instructions for what is required. There are several sections to the profile. You can “save and continue” as you go and you can save and come back to at a later time to complete your profile. Save and continue will bring you to the next section OR you can click to the left side menu to skip ahead to the parts of the profile.

Directions for Student Profile Fields to be completed for Shawano Dollars for Scholars

These are the fields that should be filled out before you submit your profile to a matched scholarship. **Each number corresponds to the left hand menu on the student dashboard. REMEMBER TO CLICK SAVE AND CONTINUE AS YOU MOVE THROUGH THE PROFILE TO SAVE YOUR INFORMATION.**

- 1) **Basic Info:** Update any changes from prior year. ** Please do not change your address to the city that you are going to school in, you must leave this address a current Shawano address, or you will be marked for a different school district. You may email the treasurer with a different address to mail your scholarship check at a later date. Then Click Save and Continue.

- 2) **Additional Info: Demographics:** update as needed. **Please make sure to update “Highest Level of Education Completed” it is about halfway down that page. If it does not say “Some College” you will not qualify for Continuing Education Scholarship. Then Click Save and Continue.
- 3) **Additional Info: Other Information:** Not required, you can leave it blank, or you may answer the questions, if you would like.
- 4) **Schools: Grade Level:** As a continuing education applicant, you would pick either 1st Year Post High School student if you are a Sophomore in college, 2nd Year Post High School Student if you are a Junior in college, etc)
- 5) **Schools: High School Information:** any field that has a *, this may already be filled in if you are adding to your profile from High School. But need to make sure it state Shawano High.
- 6) **Schools: College Information:** Complete any field that has a *. Update to current school you are attending and current major if that information has changed. (Scholarship America has scholarships in addition to ours, which might be specific to a certain major, so please do not skip this step.) You can also complete the Previous College information if you have moved colleges and are now attending a new college. Click Save and Continue.

- 7) **GPA: PLEASE MAKE SURE THIS IS ACCURATE! The highest % of consideration is applied to your GPA. ALSO, you MUST upload your college transcript to the documents section to receive any scholarships.** You will click on the edit button on the top of the screen, then you will pick either “I have High School & College GPA information” or “I have college GPA information only” in the drop down menu, then enter in your Cumulative GPA (THIS NUMBER WILL NEED TO MATCH THE CUMULATIVE GPA THAT IS LISTED ON YOUR TRANSCRIPT THAT YOU UPLOAD) & the Cumulative College GPA Scale (THE SCALE YOU NEED TO ENTER IS 4.0, as this is what colleges use. For Example, if you have a 3.5 GPA, and your school scale is 4.0, then your converted cumulative college GPA will be 3.5. PLEASE double check this and do NOT enter your current GPA in the college scale, as then your Converted GPA will incorrectly read 4.0) Click Save and Continue.
- 8) **Rank:** Rank is not considered in Continuing Education Scholarship Awards, so you may click “No” in the drop down menu, and then click Save and Continue.
- 9) **Activities:** When you get to the Activities section, it is very important you be as specific as you are can. Each of these should include **all school and non-school related extracurricular activities**. Each activity should be entered separately. Click the green plus (+) sign at the top to indicate you have activities to enter. Click “I don’t have any activities to enter” if you don’t have any new activities. Here are some tips:
 - 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. For example, if you were a section qualifier in swimming from 9-12 grade, you would have four entries under awards, honors, activities.
 - 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.
- 10) **Awards:** this section records all financial and academic/merit awards NOT tied to a specific activity that were received in College. For example, making the Dean’s list/Honor Roll, winning other financial scholarships or monetary money. If you are a member of National Honor Society

this counts as an activity and should be placed in number 10: activities. Click green plus (+) sign to enter awards or click "I don't have any awards"

- 11) **Employment:** this section records any employment you held while in College. Click green plus (+) sign to enter employment or click "I don't have any employment"
- 12) **Documents:** **As highest percentage of consideration is given to your GPA, YOU MUST attach the most recent unofficial transcript showing your Cumulative GPA so that we can verify the GPA listed in section 7. IF THIS IS NOT ATTACHED, WE CAN NOT AWARD YOUR SCHOLARSHIP. ALSO: IF YOU WANT TO BE CONSIDERED FOR FINANCIAL NEED SCHOLARSHIPS, YOU WILL NEED TO ATTACH A COPY OF YOUR FAFSA SAR PAGE** (the last page that shows your EFC number on it) as confirmation of your EFC # that you have entered. **IF YOU DO NOT ATTACH THIS PAGE, you may NOT be eligible for financial need scholarships.** If you opt not to apply for any scholarships with a financial need, (there ARE merit based only scholarship).
- 13) **Parent/Guardian Info:** If you are under the age of 18, you will be required to enter your parent's information. IF YOU ARE OVER 18, YOU MAY JUST CLICK ON THE BUTTON THAT SAYS "I CHOOSE NOT TO INCLUDE MY PARENTAL INFORMATION" Then click Save and Continue.
- 14) **Financial Info:** Shawano Dollars for Scholars only requires you to enter financial information IF you WANT to be considered for financial need scholarships. You will need to enter your FAFSA EFC number, and in documents (step #13 above) attach a screen shot of your 1st page of the SAR page from the FAFSA showing the number you have entered for your EFC. Then Click Save and Continue. If you do NOT WANT to be considered for a financial needs scholarship, you would just click the tab that reads "I do not wish to include financial information" you will get a popup menu that says "I confirm that I do not wish to provide financial info and by not providing this information I am ineligible for all needs based scholarship." And click confirm. Then click save and continue. (*not entering financial aid information will not disqualify you from receiving a merit based award)
- 15) **Essays:** The **Goals and Aspirations Essay is REQUIRED for our scholarships.** Essays should be a **Minimum of 300** words and not more than 500 words. Please think of this like a formal essay. It is graded, both for content and for form. It should be dated and have structure like any essay you would be proud to turn into your writing or English teacher. One paragraph is not an essay. If you do not update, and leave your essay from the prior year, you will get 0 points. That is why we require you to date your current essay. Students should discuss short term and long term goals, explaining why you decided to go to college, why you picked the college that you did, why you picked your major, and if you have changed your major, why. Then tell us what you want to do with your career in the short term, and then ultimately why you want to accomplish overall in your life.
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 learning disability, a health issue, an extreme family situation (divorce, job loss, homeless, death in family, cancer, etc. Can all be things that caused your grades to suffer, and currently causing your income to suffer, and would not be noted on the FAFSA) The Essays are graded based on the severity of the incident or condition, what the student has done to overcome the obstacle and how they will move forward. This also should be dated and written like a formal Essay, with a minimum of 300 words, dated so that we can see that it was updated. Each year, you will face new challenges because of the unusual circumstance, and have a different outlook.
- 16) **Transcripts Request:** **The transcript section does not work when you are a current college student, you must attach your Transcript in the documents section (see #12 above)**
- 17) **Reference Request:** References are **NOT** required, and are not used for Scholarship consideration. You may leave this section blank.

Step 3: Applying for Scholarships

Applications for our scholarships will open on October 1. You can update your profile at any time, but you will not match to any scholarships before that date. After October 1, you may Apply, IF YOU CLICK APPLY BEFORE YOU YOU'RE YOUR FALL GRADES, do not forget to go back in and update your GPA and attach you unofficial transcript before June 1st of the following year. *You may also wait to apply until you have the following Spring transcript, as we will accept either... example for the 2018-2019 school year, you can attach Fall 2018 or Spring 2019 grades.

AFTER you have updated all the above information, on your dashboard page, look under the Yellow bar: My Scholarships, Search for Scholarships button.

The first time that you go into this section, some qualifying questions should pop up ("Are you currently in college or have you already graduated high School and are applying for college courses for your Bachelor's or Technical Degree?" & "Did you graduate from Shawano High School (or attend private or home school while living in the Shawano School District during your 10, 11th & 12th grades) LESS than 7 years ago?") You must answer YES to both questions to be eligible for the Continuing Education Scholarship. IF THEY DO NOT POP UP, THEN THERE IS SOMETHING IN YOUR PROFILE THAT WAS NOT UPDATED. COMMON ERRORS ARE: SCHOOL DISTRICT, Must be Shawano; HIGHEST LEVEL OF EDUCATION COMPLETED (on the Additional Info Demographics section), must say "Some College"; GPA information Available, must say "I have high school and college GPA information" OR "I have college GPA information only".

After you have answered the questions, you will see your "My Scholarships" page. Near the top of the page, the continuing education scholarship should show, as well as any other scholarship America Scholarships that qualify for (Re: for specific majors, etc)

You would then click on the "Apply" button to the right of the Continuing Education Scholarship to Apply.

If you qualified for other Scholarship America Scholarships, they will also show here. There might be questions/essays that you have to complete in this section that will show in a button right after the title. Once those have been completed then the Apply button will allow you to click and apply.

You should only click Apply once all of Step 1 above is finished (meaning you have update your profile)

YOU MUST CLICK "APPLY" BY JUNE 1 AT 11:59PM. The system will not allow you to apply after this time, so plan accordingly.

Frequently Asked Questions

What if I forgot my username and password?

The fastest way to get help is to click the grey "Support" tab on any page you working on.

How do I get help if I am having trouble?

The fastest way to get help is to click the grey "Support" tab on any page you working on.

How do I contact the local Dollars for Scholars chapter?

If you have any questions about applying for scholarships, you can contact the Scholarship Chair listed on the Shawano.dollarsforscholars.org website under "Chapter Contact" or send an email to shawano@dollarsforscholars.org.

What if my email address changes?

Once you log in, and click "Update Profile", under basic information, near the top of the page it will have a grey button that says "Click Here" to change your email address.

What happens if I miss the application deadline of June 1 at 11:59pm?

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.

How does scoring work?

Except for your essays, all parts of your profile are scored automatically by the computer using a widely accepted rubric and following guidelines set by Scholarship America. Parts of your profile may be weighed differently depending on what the scholarship donor has set. For example, leadership or participation in a particular type of activity may carry more weight. Point values are assigned to sections of your profile which is why it is very important to be as specific as possible. Essay scoring is done by trained members of the Dollars for Scholars chapter using a specific scoring rubric.

35% is your scholastic performance (your cumulative GPA) (**MUST HAVE GRADES ATTACHED, UPLOADED IN DOCUMENTS TO BE ELIGIBLE FOR ANY SCHOLARSHIP. PLEASE ATTACH THESE BEFORE YOU SUBMIT YOUR APPLICATION, IT SAVES EVERYONE TIME! IT CAN BE EITHER YOUR FALL GRADES OR SPRING GRADES of the current school year.**)

20% is your UPDATED Essay (Education and career objectives, minimum of 300 words. If you have not changed from your original application in High School, you will get 0 points)

15% is your UPDATED Unusual Circumstances Essay (To get points here you have to write an essay to explain things not in your GPA etc, which have effected your learning. Death in the family, Illnesses, parent divorce, having a child, learning disabilities, all would count here)

15% is your Work Experience (The previous 4 years are counted)

15% are your activities and leadership (Volunteer activities)

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.

Specifically, the student agrees to the following:

"I understand that my online profile contains confidential personal data. I hereby authorize Dollars for Scholars to review the information in my profile for the purpose of determining my eligibility for scholarships. I also understand and agree that Dollars for Scholars may transfer, store and process my profile data in any of its offices in conjunction with the selection process for a scholarship. I verify that I have read, understand, and agree to the guidelines for this program. By registering for an account, I consent to the statement above and to the guidelines for the Dollars for Scholars program, and I consent to receive relevant electronic communications from Scholarship America."