Utica Dollars for SCHOLARS®
A Program of Scholarship America®

Website: **utica.dollarsforscholars.org**

Go to: **Students & Parents** TAB to login and begin.

Utica Dollars for Scholars is a volunteer organization that strives to make scholastic awards to students in Utica, New Hartford, Camden, Herkimer, Waterville, Brookfield, Poland, Sauquoit and other high schools in the counties of Oneida and Herkimer NY. The awards are gifted based on academic performance, majors, and interests/activities that are determined by the donors for the awards. The awards can be from $250 to $3,000 and will be a payment to the college you attend. We are an affiliate of Scholarship America.

To set up an account:

1. Use Student & Parent tab to find Click to Login.
2. Select the hyperlink "Don't have an account yet? Create one here."
3. Here you have to find your high school. The easiest way is to enter the zip code (Proctor is 13501 and Notre Dame is 13502) and the system will automatically filter the results and show your school. Once you find your high school, click "Choose This School."
4. Fill out your **Basic Information** and then click "Submit." Please note:
    - Any section with (**) must be completed.
    - We live in ***Oneida or Herkime County***.
5. At this point you have submitted your profile. Now, look for an email message that will be sent to your email address to establish a password. ***Please make a note of your email address and password!!***

△ **Profile/Application** will automatically save and allows you to return at any time to complete or update.

△ **Basic Information and Additional Info** (**) must be completed, and your career goals and college acceptance need to be included. We live in ***Oneida County or Herkimer County***.

△ **Schools** section is your college information and should be completed and updated as you make choices. Please select your choice of majors from the list.

△ **GPA** select *My school used the same GPA* scale for all grades. Email your counselor for Cumulative GPA and enter 100 for scale. This will be converted to a 4.0 scale.

△ **Class rank** is from counselor.

△ **Test Scores** is for your SAT, ACT and AP scores by selecting from the dropdown window.

- △ **Activities and Employment** requires years of participation and estimated number of hours and Activity Description as well as level of participation ex varsity or volunteer.

- △ **Awards** for any monetary, honorary, academic etc. received.

- △ **Documents** are a place to insert/attachment any additional documents such as recommendations or essays. We *do **not*** require any additional documents.

- △ **Parent/Guardian Info** is parental consent which is required for students under 18 and can be completed with a parent's email or mailed in written consent.

- △ **Financial Info** does ***not*** need to be completed unless you are considering a national award.

- △ **Essays should be completed for your application to be considered**. The essays can be around 300 words and similar to your college application.
    - o **Goals and Aspirations** should explain your goals in college and career plan, if you **fail to complete this essay you will not be considered for any awards**.
    - o **Unusual Circumstance** is essay that would express your life challenges for example family illness, divorce, death, bankruptcy, single parent, etc. or challenges of being a refugee or immigrant.

- △ **Transcripts & References** will require your counselor's email and telephone number and one Reference request which require email and telephone of counselor, teacher, coach, etc.

When you have completed all parts of the profile (you see **Dashboard at 100%)** then to be considered, you must:
1. Go to **My Scholarships – Search for Scholarships** to submit for awards for your goals and activities
2. Complete the **Custom Questions and Eligibility …** (yes or no)
3. Be sure to **APPLY** for all awards that you are eligible.
4. Be sure you have completed the essays!

NEED HELP, USE (?) *Support on the lower left of page!*
You will receive periodic updates and reminder emails from Scholarship America and UDFS, please make sure we don't become junk.

DEADLINE FOR COMPLETION IS March 15, 2019