

## CONGRATULATIONS ON YOUR SCHOLARSHIP!

To obtain your scholarship funds, you must do the following by September 15, 2017.



1. **Accept your scholarship online.** You must let us know that you accept the scholarship and intend to use the funds.
  1. Login to your profile at [southeastpolk.dollarsforscholars.org](http://southeastpolk.dollarsforscholars.org)
  2. Access the "My Scholarships" section of your dashboard page.
  3. At the bottom the screen you will see "Awarded Scholarships". The scholarship(s) you have been awarded will appear in a list here. Click on "Accept Scholarship" next to scholarship name.
  4. Enter the information of the school you are attending and also please be sure to update your contact information:  
*Special note: If you used your SEP student email address on your student profile, please update it to something else. We must be able to contact you after you leave high school.*
  5. Agree to the Terms & Conditions and save.
2. **Provide a class schedule.** A schedule of classes for the upcoming semester must be provided to us before we will send money to your school. Be sure that the schedule indicates in some way:
  - Your name
  - The name of the school you are attending
  - Your student ID at the school you are attending
  - The number of college credits for each course
3. **Write and mail a thank you note to the donor of your scholarship(s).** A business, organization or individual donated money to make this scholarship possible for you. Please show your appreciation by writing them a thank you note. We have made it easy for you to do by including a blank thank you note and an addressed envelope in the packet with your scholarship information. You must write a thank you note for each scholarship you receive.
4. **Send us a copy of your thank you note.** Thank you notes are an incredibly important part of this process and we want proof that you provided the proper thank you to the donor of your scholarship(s). You must send us a copy of the thank you note for each scholarship you receive.

You may provide us with your class schedule and the copy of your thank you note(s) via mail or e-mail.

- **By e-mail:** Take a picture or scan the documents and email them to [sepdollarsforscholars@gmail.com](mailto:sepdollarsforscholars@gmail.com). Be sure to tell us your name in the email.
- **By mail:** Send copies of your required documents to: Southeast Polk Dollars for Scholars, P.O. Box 203, Altoona, Iowa, 50009

**These steps must be completed by September 15, 2017.**

**If you do not complete these steps, or provide the necessary information with each step, your scholarship payment will not be processed.**

Once this information is received, a check is made payable to your college for the full amount of scholarship. The check is sent directly to the college you have indicated in your online acceptance of your scholarship. We send a letter along with the check, requesting that half be applied to first semester and the other half be applied to second semester.

For questions about payment of your scholarship funds to your school, please contact our Treasurer, Sandy Pedersen at 515-249-7011 or [tlpede7996@aol.com](mailto:tlpede7996@aol.com).