

**Guide to Scholarships**

**What is St. Croix Falls Dollars for Scholars?**

St. Croix Falls Dollars for Scholars® is a locally run, non-profit, organization promoting post-secondary education by providing local scholarships to graduating seniors from St. Croix Falls, Dresser and Cushing Wisconsin. Established in 1992, St. Croix Falls Dollars for Scholars has awarded approximately 1400 scholarships. We are part of a network of almost 500 affiliates of the Scholarship America Dollars for Scholars program.

The St. Croix Falls chapter of Dollars for Scholars expands the opportunities of St. Croix Falls high school graduates 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?**

All of our scholarships are for Seniors who attend school in the St.Croix Falls School District. Each of our scholarships are competitive and have various criteria according to the donor’s wishes. There are a range of scholarships for students with all levels of academic accomplishment. Each scholarship targets what is important to the donor. For example, we have scholarships for athletic interests, music, church membership, major or career interests, volunteer accomplishments, and scholarships for students attending particular colleges. Just last year there were over 40 different scholarship opportunities through St. Croix Falls Dollars for Scholars.

**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 St. Croix Falls Dollars for Scholars Board Members will have access to your data (no names attached to data) for the purposes of scoring and awarding scholarships.

On **January 1, 2024**, the scholarships will open for the scholarship season. If your profile is complete, you can simply go into to your profile after January 1st and search for scholarships to see if you have matched to any of the scholarships. Based on information from your profile, the computer automatically matches you to any of the scholarships you qualify for.

You can then decide which of the scholarships you want to apply for and simply click a button to apply by the **deadline of March 1st**. Tip: apply for **all** of the scholarships you are matched to maximize your chances of getting a scholarship. Depending on the scholarship, you may be asked additional questions when you apply to make sure you qualify for the scholarship.

**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.

There are three steps in the application process:

1)Set up your initial profile account

2)Complete your Profile

3)Apply for Scholarships when they open on Januaey 1. **Your profile should be complete before you submit it for any scholarships.** All profiles must be submitted to scholarships by March 1 at 11:59pm Central time zone.

**Step 1. Directions for Starting a Student Profile**

* Go to [www.scf.dollarsforscholars.org](http://www.scf.dollarsforscholars.org)
* Click on the grey “Student & Parents” tab near the top right hand corner. Then scroll near the bottom of the page and click the maroon button that says “Click Here to Login”
* To create a new account, click the link after “**If you don't already have an account, please click here”**  **MAKE SURE YOU USE A VALID EMAIL ACCOUNT THAT YOU CHECK OFTEN.** You can set up a free email through a vendor such as gmail. All important announcements, reminders and deadlines will be sent to your email account. We highly recommend adjusting your spam/junk mail account to accept emails from our email account: [dollarsforscholars@scholarshipamerica.org](mailto:dollarsforscholars@scholarshipamerica.org) . All important emails will be sent from this email address. Note that the name of the person sending the email may be from anyone on our Dollars for Scholars Board.
* The first box will ask for your high school. Enter “Saint Croix Falls High School” in the High School Name box and you will see the high school appear below. Click “Choose This School”.
* You will then fill out your basic information. Anything with a double asterisk (\*\*) is required to complete the profile. Hint: for city, enter “St. Croix Falls”. For School District enter: “Saint Croix Falls School District”. When district shows up, click inside circle to select.
* Make sure your address, phone number and email address are accurate. Remember only a small number of St. Croix Falls Dollars for Scholars Board Members will see this information. It is not public information.
* Make sure your graduation year says “2024”.
* Make sure to check the box authorizing your understanding of how your data will be used.
* Click Submit.
* You will then be sent a message to your email inbox with your temporary password. Open your email to retrieve your password. If you don’t see the email, check your spam or junk mail folder. If you don’t receive the temporary password email, click gray support tab in the bottom left hand corner of the login screen OR call 877-900-8201 for assistance.
* Go to public.dollarsforscholars.org and log on with your email address and your temporary password.
* You will then be asked to **set your password to something you will remember for future reference. Keep this in a handy place.** You will need to log back into your account several times during the application process.

**Step 2. Directions for Completing a Profile**

After you log on with your email and new password, you will see the Dashboard page. The Dashboard is your summary of the information you have entered. 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.** When your application is scored, it is based on information you entered on the profile.

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 St. Croix Falls 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:** any field that has a \*\*
2. **Additional Info: Demographics:** any field that has a \*\*
3. **Additional Info: Other Information:** Not required, you can leave it blank
4. **Schools: Grade Level:** any field that has a \*\*
5. **Schools: High School Information:** any field that has a \*\*
6. **Schools: College Information:** Intended College 1; Intended College App Status 1; What type of post-secondary institution (if any) are you attending/plan to attend?; Intended/Current College Major 1; Student will be enrolled
7. **GPA:** any field that has a \*\*.For GPA, Enter your grade 12 GPA **after first semester of your Senior Year** as well as your cumulative GPA; For GPA scale, enter 4 and/or check with Mr. Wilson
8. **Rank:** answer “yes” to “does your high school rank students?”. Answer “other” for “what system does your school use?” If you know it, enter your class rank and class size
9. **Test Scores:** if you have taken the ACT or SAT, click the green plus (+) sign to add in your test scores
10. **Activities:** When you get to the Activities section, it is very important you be as specific as you are able. Each of these should include **all school and non-school related extra curricular activities**. Each activity should be entered separately. For number of years, it should be 9th grade or later. 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 activities. Here are some tips:
    * 1. 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.
      2. 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.
      3. 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.
      4. It is worth the time and investment to enter as many of these as you are able and to be specific.
11. **Awards:** this section records all financial and academic/merit awards NOT tied to a specific activity that were received from 9th grade or later. 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”
12. **Employment:** this section records any employment you held from 9th grade or later. Click green plus (+) sign to enter employment or click “I don’t have any employment”
13. **Documents:**  you do not have to download any documents. Simply click on “I don’t have any documents”
14. **Parent/Guardian Info:** If you are under the age of 1*6*, you will be required to enter your parent’s information. They will then be sent an email asking for consent for you to apply for a scholarship. **IF YOU ARE UNDER 16, IN ORDER TO APPLY FOR A SCHOLARSHIP YOUR PARENT MUST PROVIDE CONSENT OR YOUR APPLICATION WILL BE DISQUALIFIED.** If your parent doesn’t not have access to a computer or email account, arrangements can be made for him/her to consent in another way. Please contact Mr. Wilson if you are in this situation.
15. **Financial Info:** St. Croix Falls Dollars for Scholars does not require financial information. You will see there is nothing to fill out.
16. **Essays:** The **Goals and Aspirations Essay is REQUIRED for our scholarships.** Be as specific as you can in stating your goals and put some time and effort into a well thought out essay. 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).
17. **References/Transcripts: Transcript Request:** This is required. Click green plus (+) sign that says “add counselor/registrar information”. Note that Mr. Wilson will not complete this until after the first semester of your Senior year. If you will be graduating from St. Croix Falls School Enter:
    1. Counselor First Name: Michael
    2. Counselor Last Name: Wilson
    3. Counselor Email: wilsomi@scfschools.com
    4. Counselor Phone: (715) 483-2507 x1303
18. **References/Transcripts: Reference Request:** It is required that you get 1 reference from a teacher/employer/coach/activity leader. It should not be a relative or friend. Click green plus (+) sign that says “add reference information”. Enter the name and contact information of the reference. Your reference will be sent an email with an online form to complete their recommendation. **You should make sure that your reference knows you have requested this and you should complete this step at least two weeks before the deadline of March 1 to allow time for your reference to complete his/her recommendation!**

**Step 3: Applying for Scholarships**

Applications for our scholarships will open on **March 1, 2024**. You will not match to any scholarships before that date. After January 1, log on to your student profile.

On your dashboard page, look under the Yellow bar: My Scholarships. After January 1, click the button “Search for Scholarships” if you have completed your profile.

If you matched to any Dollars for Scholars Scholarships, they will appear. You can click to Apply for the scholarship and this will submit your information. Depending on the scholarship, you may be asked for additional information to determine further eligibility or if there is a question that is unique to only that scholarship.

You should only click Apply when all of Step 2 above is finished and you completed your profile. Once you Apply, your profile cannot be changed for the purposes of scholarship application.

**ALL PROFILES MUST BE SUBMITTED TO SCHOLARSHIPS BY MARCH 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 (bottom left corner of any page) on any page you working on. Or, contact Mr. Wilson, Tara Rose or Claudia Behne.

**How do I contact the local Dollars for Scholars chapter?**

If you have any questions about applying for scholarships, you can contact Mr. Wilson who can reach the Dollars for Scholars administrators, Tara Rose or Claudia Behne

**What if my email address changes?**

Once you log into your profile, 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 March 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.

**If I apply, will I automatically get a scholarship?**

No. Dollars for Scholars award are competitive. With that said, we do have a full range of scholarships for all kinds of abilities and interests and we typically give out 40-50 scholarships a year. Incomplete applications/profiles will not be eligible for an award.

**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.

**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.”