



Community Foundation of Shelby County Scholarship Application Guide

Our Scholarships program for 2019 will....

- Award approximately 197 scholarships totaling more than \$230,000.
- The Community Foundation Scholarship application is completely online at commfoun.com
- The deadline for most of the high school senior awards is **February 14, 2019**.
- The deadline for scholarships for adults, current college students and some high school seniors is **May 30, 2019**.

How can I prepare to complete the application?

- Please prepare this information before you start:
 - In what school district do you live?
 - In what county do you live?
 - What is your cumulative grade point average?
- Gather this information:
 - Your high school and/or college transcript. High school students may electronically request their transcript from their guidance office from within the online scholarship application.
 - A list of school and community service activities.
 - Letters of Recommendation (1-3 letters are required) - These maybe electronically requested from within the application.
 - Your EFC (Expected Family Contribution) from the FAFSA form. Not all scholarships require this information. You will be given an option to include this information.
 - College cost of attendance information. This information is available in the Admissions or Financial Aid sections of your college's website. All scholarships require the recipient attend an accredited college, university, or technical school.
- Our application is a matching application, meaning it will ask you a series of questions that will 'match' you with scholarships for which you may be eligible. No information gathered during our process is used for any purpose except to consider you for a scholarship.

Here are some screen shots and directions to assist you in completing the application:

Once you have clicked on the **Apply for Scholarships** page, the screen below will appear:

You have a dream of completing college or trade school. We want to connect you to scholarships that

We have a wide range of scholarships based upon where you attend high school or college, where you live and your activities. They are all accessible through our one online application. Click the link below to get:

2019 Deadlines:

Feb. 14 - Scholarships for high school seniors

May 30 - Scholarships for current college students and some high school seniors

ONLINE APPLICATION

Click here to begin or return to your application:

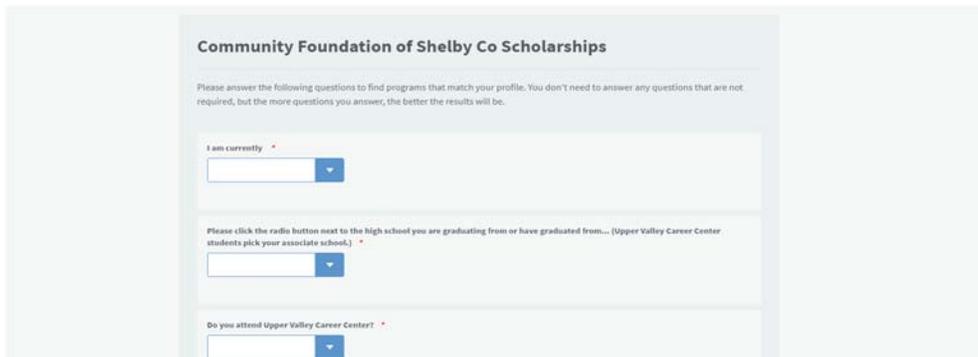
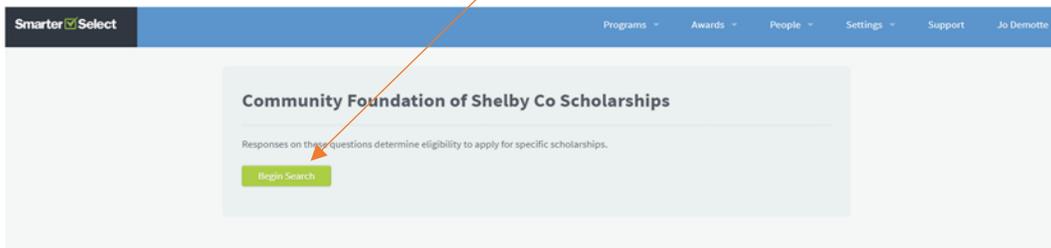
[Community Foundation of Shelby County 2019 Scholarship Application](#)

Please click the link to be routed to the online application.

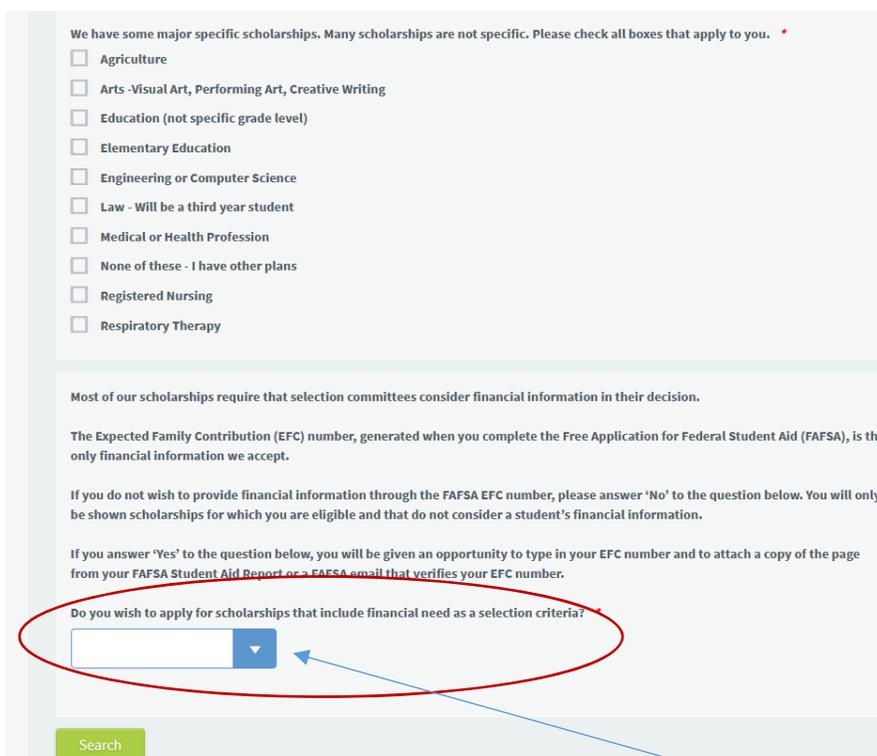
Not able to go to the online application?
If your computer blocks pop-ups, you may need to change the blocking in the Settings of your computer's Internet browser.

Each time you re-enter your scholarship application, you need to enter through this link.

Begin by clicking the green **Begin Search** button.



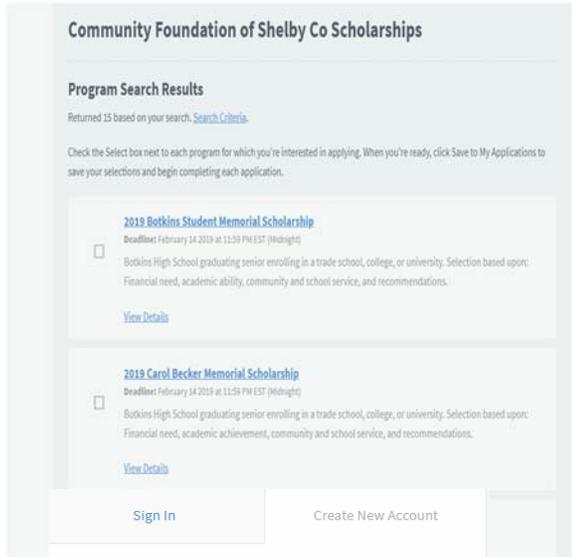
You will be asked several questions to match you to scholarships for which you may be eligible.



A Word of Caution: Your answer to the question “Do you wish to apply for scholarships that include financial need as a selection criteria?” is very important. If you answer Yes, you will need to supply the EFC (Expected Family Contribution) number from your completed FAFSA Student Aid Report. You will be able to apply for scholarships that do and do not require financial information. If you answer No, you will not be asked for your EFC number and you will not be able to apply for several scholarships that require financial information.

Once all required questions have been answered, click **Search** and you will be shown scholarships for which you are eligible to apply.

Click the box for each scholarship that you wish to apply. Then scroll to the bottom and click the **Save to My Applications** button.



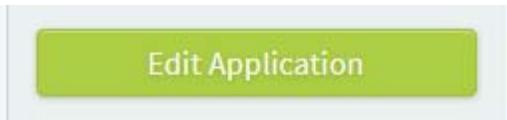
You will now need to create an account with a password. This allows you to save your work and return to the application later. The application is available to be updated until you complete all required information and click the Submit button found within each scholarship's application section.

Please use an email address that is checked regularly. This is the address we will use to contact you if we have any questions about your application.

Logging Back in to Complete an Application:



To re-enter a started application, use the Returning Applicant box and enter your email address and password.



When you log back in and click on the scholarship application, click the green **Edit Application** button in the right hand column.

You may re-enter your application as many times as you want until you click **Submit**. Submitted applications are locked and you must contact us to have it unlocked. Once unlocked, you must again click **Submit** to forward your application to us.

Once your account is created, you will find a listing of **My Applications** in the upper right hand corner. Click on your first scholarship and start working on it.

SmarterSelect My Applications Barbara Stueve ▾

Select the first scholarship on your **My Applications** list and work through its application. You will answer some of the same questions as before, but only for the first scholarship. After that, you will only answer any scholarship's specialized questions and click the **Submit** button to apply to each scholarship. Keep returning to the **My Applications** section until you have submitted each possible application on your dropdown list.

Return to Search

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Program	Status	Deadline	App ID	Last Modified
2018 Betty Lee Riggs Hughes Nursing Scholarship	Incomplete	05/21/2018	1497587	Oct 31 2017 11:13
2018 Medical and Health Professions Scholarship	Incomplete	05/21/2018	1497561	Oct 31 2017 14:15
2018 Ruese Insurance Agency Scholarship	Not Started	02/15/2018	1506647	Nov 01 2017 10:34
2018 Shelby County Youth Soccer Scholarship	Not Started	02/15/2018	1506649	Nov 01 2017 10:34

2018 Ruese Insurance Agency Scholarship
Deadline: February 23, 2018 at 11:59 PM EST (60 days)

1. INSTRUCTIONS

Gather this information.....

Collect the following items to complete your scholarship application:

* Your transcript:
High school students - You may choose either: Yes, I would like to request a transcript from my guidance office or No, I will manually upload my transcript. If you choose "Yes" you will see a group of email addresses, please select the one for your school. If you have taken post-secondary or dual enrollment courses for college credit and they are NOT shown on your high school transcript, please contact our office to add.
College students - Please manually upload your transcript or advising report. This does not need to be an "official" transcript; your advising report is acceptable. The transcript needs to include grades for each class. Personally written or typed grade information will not be accepted.

Page 1 of 11

Make sure each application you open is starting on page 1. If not, go to the bar on the right hand side and click 'Instructions' to get you to page 1. If you need to stop working on the application and come back to it later, save and log out under your name in the top right hand corner.

2. PERSONAL INFORMATION

Tell us about you.....

First Name *

Middle Name or Initial *

Last Name *

Mailing Address (P O Box) *

Street Address (only if different than mailing address)

City *

State *

Other

Zip or Postal Code *

PERSONAL INFORMATION

Open and complete each scholarship's portion of the application.

Do Not click the Back arrow in your application. If you wish to change an answer on a page you've already completed, please scroll to the bottom of the current page and click Previous. The form will usually not update if you clicked Back to return to an earlier page.

File Edit View History Bookma

SmarterSelect - Applications M

Previous Next → Save Cancel

Continue working through the application. Each following application will autofill your information (after the first application has been completed) until you reach the Submission of Application area.

2018 Ruese Insurance Agency Scholarship
Deadline: February 15 2018 at 11:59 PM EST (Midnight)

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11. SUBMISSION OF APPLICATION

Submission Statement

I understand that I must click **SUBMIT** at the end of this application to be considered for the 2018 Ruese Insurance Agency Scholarship. Do you wish to be considered for the scholarship? *

Yes
 No

Thank you for your interest in the Ruese Insurance Agency Scholarship. Your click of the **SUBMIT** button will allow us to accept your application for consideration.

You must click the **Submit** button below to complete this form.

Previous Save Cancel **Submit**

PAGES

- INSTRUCTIONS
- PERSONAL INFORMATION
- EDUCATION
- FINANCIAL INFORMATION
- QUALIFYING QUESTION...
- ACTIVITIES AND WORK...
- COLLEGE AND CAREER
- PERSONAL STATEMENT
- RECOMMENDATIONS
- CERTIFICATION AND R...
- SUBMISSION OF APPL...**

If you have completed all required areas of the application and have clicked the **Submit** button, you will receive an emailed message confirming that you have successfully completed that application.

If you are missing information and the application was not submitted you will see a page similar to this example. The red words indicate required information that you have not yet supplied. Either save and return to the application when you have the needed information or complete the information and click **Submit**.

9. RECOMMENDATIONS

Those who know me

RECOMMENDATIONS

Submit at least one (1) but not more than three (3) letters of recommendation by the application's deadline date. A letter of recommendation is a written reference from teachers, employers, club advisors, clergy, or other non-relatives who can write about your character or suitability for your chosen major or career. Please ask your recommender to include their name, their occupation or organizational affiliation to you, their email address and telephone number.

It is your responsibility to make sure you have at least one letter of recommendation.

Letters of recommendation may be submitted in three different ways.

ANY COMBINATION OF OPTIONS IS FINE.

OPTIONS:

- By attaching letter of recommendation. (pdf is the preferred format).
- By US mail or personal delivery to the CFSC office. You or your recommender can mail or deliver the letter to us.
- By email, by using an automatic request form on the next page.

I UNDERSTAND MY APPLICATION IS NOT COMPLETE WITHOUT AT LEAST ONE LETTER OF RECOMMENDATION LETTER BY THE APPLICATION'S DEADLINE DATE. I initial acceptance of this statement. *

This question is required.

OPTION 1. By attaching letter of recommendation...

Attach recommendation letter # 1 here

PAGES

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- CERTIFICATION AND R...
- SUBMISSION OF APPL...

Once submitted, go back to your [My Applications](#) area and start the next application. **Remember, each application must be submitted by clicking the **Submit** button at the end of each application.** You will receive an emailed message for each scholarship application you successfully complete.

What to do if you are unable to click the **Submit button on the Common Application or the Unique Application:**

1. Scroll all the way to the bottom of the application and look for a button that says **NEXT**.
2. Click the button and it will take you to the next page of the application.
3. On this page you will be able to click the **SUBMIT** button to submit your scholarship.

A Word of Caution: Your application is not complete without the submission of at least one letter of recommendation from a teacher, coach, advisor, employer or other non-family reference. You can submit the application without any letter attached, but if the Community Foundation of Shelby County does not have a recommendation letter by the application deadline, your application will not be considered for scholarships.

You have three options to submit a letter of recommendation:

1. Attach a letter to your application by uploading it. (shown on the screenshot above)
2. You or your recommender can mail, email or deliver a letter to the Community Foundation by the deadline. We will attach the letter to your application.
3. You can enter a recommender's email address and the online application system will automatically send an email requesting a letter of recommendation.

We encourage you to have more than one recommendation in case one of your recommenders fails to submit by the deadline. It is your responsibility to ensure there is at least one letter submitted. Letters can give information about you that might not be obvious on your application. Besides, one of your recommendation letters might appeal to the scholarship selection committee and it might tip the decision in your favor!

For additional help, please go to our website at commfoun.com. See the Apply for a Scholarship section and read the Frequently Asked Questions section for answers to questions posed by other applicants. We are also happy to help in the days and weeks before the deadline. Please email info@commfoun.com or call (937) 497-7800 weekdays between 8:00am and 5:00pm.