



## Instructions for completing the SAHS Community Scholarships

To begin the process go to [Schoology](#).

- Click on “COURSES” (top)
- “My Courses” (top right)
- “Join a Course” (blue box on the top right)
- Enter the access code: **WXJNC-FQ564**

**Step 1.** Preview the [Application PDF](#). Viewing the PDF version will help you organize the information needed. The application is a google form and can not be save while in progress.

**Step 2.** Fill out the [Application](#)- Information needed for this form: personal data, post-secondary info, community service, work experience, extracurricular activities and honors/awards. Once you have submitted this form you will receive a confirmation email and a pdf copy of data entered. Create a link of the pdf, this will be used as a part of your "Required Materials Document".

*Please allow ample time to complete this application. You cannot save and go back. DO NOT Refresh the page as your information will be lost. Once you submit the application you will not be able to return to edit.*

**Step 3.** Compile the “Required Materials Document”. This document is created one time by copying and pasting links (items listed below). The “Required Materials Document” is mandatory for each scholarship. You must share links as, "**On-Anyone with the link**".

### Required Materials:

- [Application](#) - Completed PDF version that is emailed to you.
- [Personal Statement](#) - Respond to this prompt in 300 words or less:

Describe a problem you've solved or a problem you'd like to solve. It can be an intellectual challenge, a research query, an ethical dilemma - anything that is of personal importance, no matter the scale. Explain its significance to you and what steps you took or could be taken to identify a solution.

- [Transcript](#) -

Students that **DO NOT** have a Parchment account: **create** a [Parchment](#) account, **wait** 1 business day for your transcript to be available (free).

Students that **DO** have a [Parchment](#) account: login and download the transcript that is already available. Save your transcript as a PDF to your Google Drive.

For Parchment questions, contact: Tess Radecke

[radecket@stillwaterschools.org](mailto:radecket@stillwaterschools.org)

- [ACT score](#) - go to [ACTStudent.org](#) , login, view scores, save as PDF to your Google Drive.

**\*Helpful tips when saving documents\***

1. Save document (transcript, ACT score, etc) as pdf and email it to yourself.
2. From your email, download the document to your drive.
3. Go to your drive, click on the document, click on the three dots on the top right and select "Share".
4. Click on "Get sharable link" - top right.
5. Under "link sharing on" click on "more" and then select "**On-Anyone with the link**".
6. Click "Copy Link".
7. Paste link into your Required Materials Document.

**Step 4.** Apply for Scholarships: Each scholarship has its own folder with assignments to complete. Each folder will include the scholarship description and criteria to be completed. Partial submissions will not be accepted/reviewed.

**Step 5.** Two [letters of recommendation](#) (one of the two letters must be from a community member). Letters should be in PDF format and titled, ex. *John Doe - LOR*  
Email letters of recommendation to Amy Carr: [carra@stillwaterschools.org](mailto:carra@stillwaterschools.org).

*\*\*\*Be advised new scholarships may be added\*\*\**

**Completed application and all assignments must be submitted by  
3:00 p.m. on Friday - January 11, 2019---NO exceptions!**

**ALL communication in regards to the SAHS Community  
Scholarships will be through your school email!**  
(winners, finalists, award ceremony info, and additional opportunities)

**Please direct questions to Amy Carr in the College and Career Center.**

**[carra@stillwaterschools.org](mailto:carra@stillwaterschools.org)**

**[www.StillwaterSchools.org/CCC](http://www.StillwaterSchools.org/CCC)**