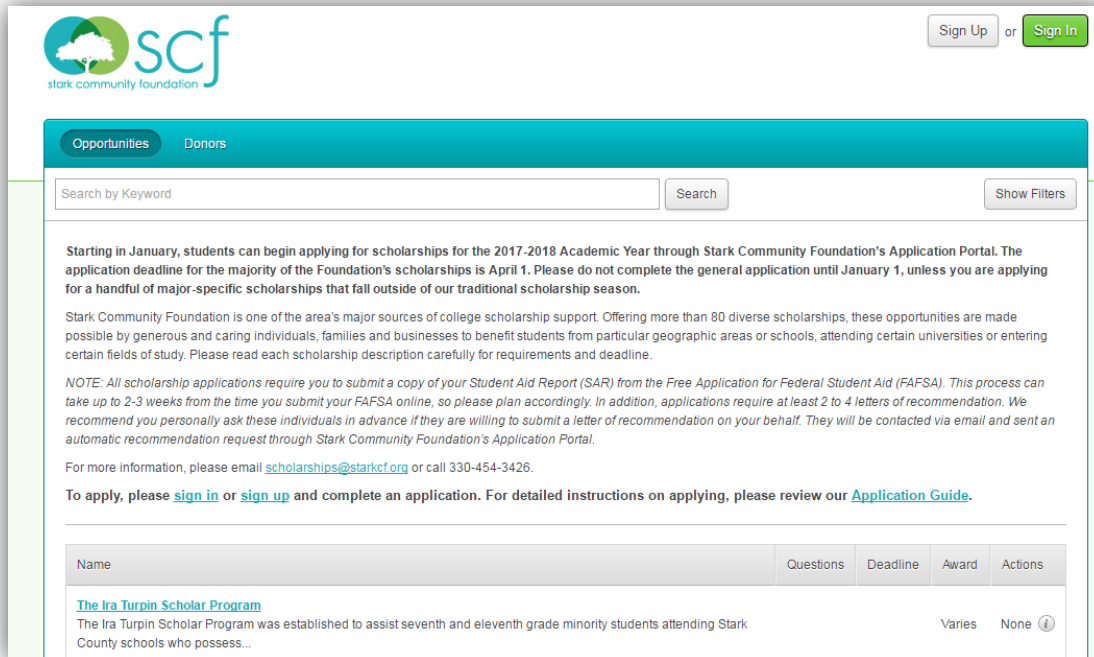




Application Guide

1. Visit starkcf.academicworks.com to begin applying for more than 80 diverse scholarship opportunities offered through Stark Community Foundation.



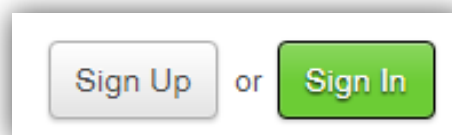
2. From the scholarship homepage, you will need to either create an account or sign in.

First-Time Applicants

In the top right hand corner, click **Sign Up**. You will need to sign up using an active email address. This email address is how we will primarily communicate with you regarding the status of your scholarship applications. Your password must contain a minimum of 8 characters and include at least 1 number, 1 uppercase letter and 1 lowercase letter.

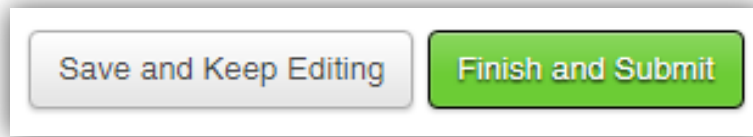
Returning Applicants

If you applied last year through Stark Community Foundation's Application Portal, click **Sign In** in the top right hand corner and sign in using the same email address and password you used previously to apply. If you forget your password, click **Trouble signing in?** and follow the instructions.



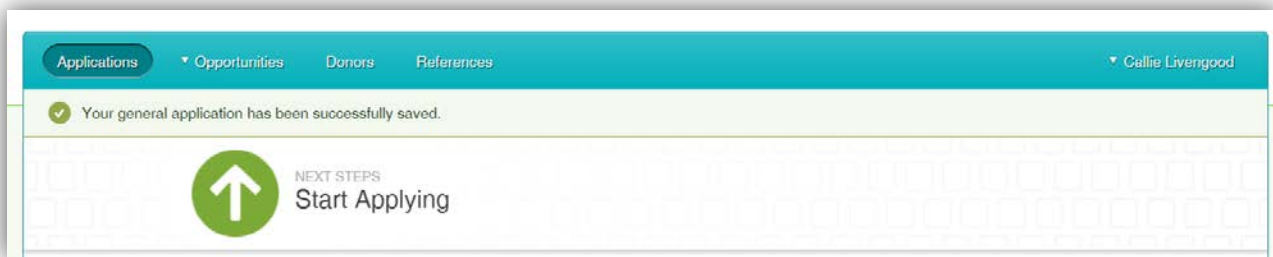
3. Before you can start searching and applying for scholarships, you must first confirm your email address. Instructions on how to do this will be emailed to you within a few minutes after signing up. *Only applicable to first-time applicants.*

4. After confirming your email address, you can begin filling out Stark Community Foundation's General Application through the Foundation's Application Portal. *Please note if you are a returning applicant, some of your responses were carried over from last year's application. It is your responsibility to ensure this information is accurate, as well as answer the remaining questions, before you submit your application.* Your General Application will be attached to any other application you submit. While not every question on the application is required, we encourage you to answer as many questions as possible to ensure the most comprehensive application as possible. You can save your application at any time by clicking **Save and Keep Editing** at the bottom of the application. Once completed, you can submit your application by clicking **Finish and Submit**.

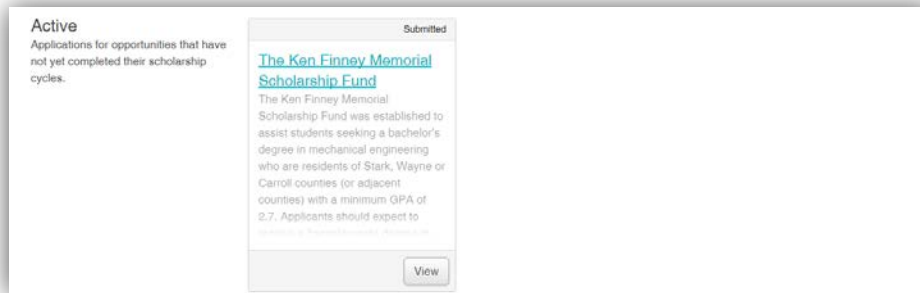


NOTE: Our General Application requires you to submit a copy of your Student Aid Report (SAR) from the Free Application for Federal Student Aid (FAFSA). This process can take up to 2-3 weeks from the time you submit your FAFSA online, so please plan accordingly. In addition, applications require a minimum of 2 letters of recommendation. We recommend you personally ask these individuals in advance if they are willing to submit a letter of recommendation on your behalf. Once you provide their name and email address on your General Application, they will be sent an automatic recommendation request via email through Stark Community Foundation's Application Portal.

5. You will know when you have successfully completed Stark Community Foundation's General Application when a green checkmark appears.



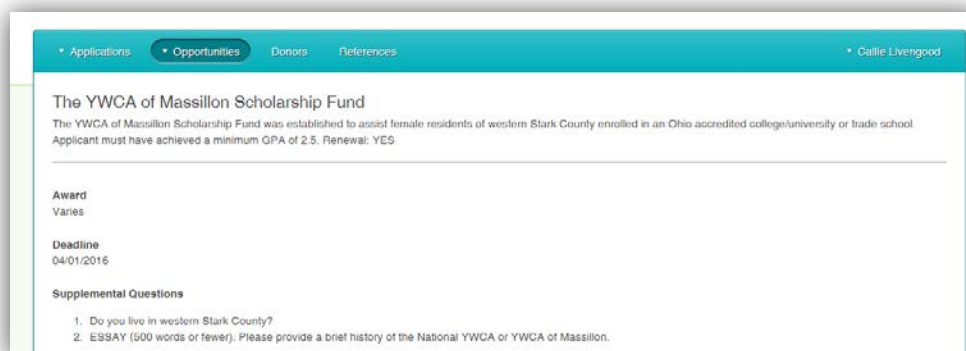
6. After completing the Foundation’s General Application, you will be automatically matched to scholarships for which you meet the qualifications – no further action is required. To find out if you were auto matched to any scholarships, click **Applications** in the navigation bar. If you see a section titled **Active**, your auto matched scholarships will be listed there. *Please keep in mind that qualifying and applying does not guarantee you will receive a scholarship.*



7. Now you can begin applying for additional scholarship opportunities. Click **Opportunities** in the navigation bar and choose **Recommended**. Listed below will be scholarship opportunities for which you may be qualified, but require you to provide additional information – supplementary questions, essay, statement of purpose, etc. Click on each scholarship name and read each scholarship description carefully to determine if you are qualified. *Please keep in mind that recommended does not constitute as qualified.*

Recommended Opportunities				
Name	Questions	Deadline	Award	Actions
The Adrienne O'Neill Scholarship Fund The Adrienne O'Neill Scholarship Fund was established to assist students who are the first generation in their family to attend college. Applicant...	1	04/01/2016	Varies	Apply
The Canton Professional Educators' Scholarships Fund The Canton Professional Educators' Scholarships Fund was established to assist high school graduates enrolled in an academic plan...	1	04/01/2016	Varies	Apply

8. If after reading a scholarship description you determine you are qualified, please click **Apply** and answer any supplemental questions associated with that scholarship. *If you don't qualify, please don't apply.* Once you have answered all supplemental questions for that scholarship, click **Finish and Submit**. *Please note each time you apply for a recommended scholarship, you will receive an email confirming your application.*



**You are encouraged to apply for as many scholarships for which you are qualified.
Good luck!**

Scholarship Decisions

If you are awarded a scholarship, you will be notified by mail of the award details. After the applicable scholarship deadline has passed, you can begin checking your online account to view the status of the scholarship opportunities for which you applied.

To check the status of these scholarships, visit starkcf.academicworks.com and click **Sign In**. Once you log in, click **Applications** in the navigation bar. Under the section titled **Active**, the scholarship opportunities for which you applied will be listed. Each application will be categorized as Accepted, Submitted, Declined or Drafted. See below for category definitions.

Accepted: You were selected to receive this scholarship award. The scholarship amount will be listed below the scholarship description.

Submitted: The Selection Committee of this scholarship has not met to review applications and determine student recipients. Please keep checking your account for up-to-date details.

Declined: You were unfortunately not selected for this award.

Drafted: Your application was started, but not completed and/or submitted by the applicable deadline.

If your account does not have an active section that means you did not apply for any scholarships.

**If you have additional questions,
email scholarship@starkcf.org
or call 330-454-3426.**