Attention Seniors!

We are very excited to announce that the **2023 BHS Local Scholarships** are now available!

The deadline to apply for the 2023 BHS Local Scholarships is <u>Tuesday, February 7, 2023 @ 11:59 p.m.</u>

Please do not wait until the last minute to begin and submit the local scholarships should you have questions.

Please see specific instructions below regarding the application process. The local scholarship applications are housed within an online scholarship website, called Kaleidoscope.

1. **To begin, please visit:**

https://apply.mykaleidoscope.com/scholarships/BrownsburgEdFoundation2023

This is the home page of the Brownsburg High School Local Scholarships 2023.

2. Then select the **purple "Begin" button"** on the right and fill out the information asked. After you enter your first name, last name, and e-mail address, you will be asked to confirm your e-mail address and set a password in order to create your Kaleidoscope account. Your username for signing into your Kaleidoscope account will be your e-mail address, and your password will be what you created.

3. It will now redirect you to the Brownsburg High School Local Scholarships 2023 home page. **Select "Begin" again. You will now be on the "Explore" page and be prompted to fill out the following general information** (select "Next step" to move on to each part):

- Student Info
- Academic Info
- Honors/Awards/Achievements Received
- Extracurricular Activities
- Short essay (narrative of your goals as they relate to your educational and career plans)
- Qualifying Questions

PLEASE NOTE:

- **It is very IMPORTANT you take your time when completing the above information.** You can "save" your information at any time, but once you hit "submit," you cannot return to these sections and make edits to your answers.
- Each of the local scholarships have their own set of eligibility criteria. To determine which of the local scholarships you are eligible to apply for, you will answer qualifying questions.

4. **Once you have completed the above information, select "Submit." At this point, this is where you will BEGIN APPLYING for the scholarships. You now will see a page of the local scholarships you have qualified for and can decide which scholarship applications you wish to complete.**

5. **To begin working on a scholarship application, select the scholarship box.** You will then see a description of the scholarship and it will prompt you to begin working on the required items of the scholarship. You can "save" your work for a scholarship at any time, but once you hit "submit," you cannot return to it to make changes.

Each scholarship has their own set of required items to complete, such as specific scholarship questions to answer, an essay, a letter of recommendation, transcript, etc.

VERY IMPORTANT:

- **If a scholarship requires your *high school transcript*, you will be prompted to enter my name and e-mail address: Joni Martin, jmartin@brownsburg.k12.in.us .** Be sure to type my e-mail address correctly. I will receive an e-mail notification to upload your transcript for the specific scholarship you are completing. **Please note: You can go ahead and submit your application before the transcript upload is complete by me. You do not need to wait on me to fulfill that requirement.**

- **If a scholarship requires a *letter of recommendation*, you will be prompted to enter the recommender's name and e-mail address.** Be sure to type your recommender's e-mail address correctly. Your recommender will receive an e-mail notification to upload a letter of recommendation for the specific scholarship you are completing. **Please note: You can go ahead and submit your application before the letter of recommendation upload is complete by your recommender. You do not need to wait on your recommender to fulfill that requirement.**

- **If a scholarship requires a *reference*, you will be prompted to enter the name and contact information of someone whom the scholarship review committee can contact if they have any additional questions about you or the information you noted on your application.** This reference should not be a family member, and you should contact the person in advance whom you are indicating as a reference to ask if they are willing to be contacted on your behalf before you enter their information on the Kaleidoscope application. The selection committee may or may not need to contact this person, so, if they are not contacted, it is not a reflection of your application status.

NOTES REGARDING REQUIRED LETTERS OF RECOMMENDATION:

- **To see if any of the scholarships you qualified for require a letter of recommendation, the scholarship box will have a note informing you of this requirement.** For planning purposes, I recommend checking to see if a letter of recommendation is a requirement right away for any of the scholarship applications you qualified for so you can enter your recommender's e-mail address in advance and allow your recommender plenty of time to complete the letter of

recommendation. **The deadline to submit any of the BHS local scholarships is Tuesday, February 7th. Please be sure to ask for a letter of recommendation well in advance of this deadline.** Asking a few days before or the day of does not provide advanced notice to the recommender, so please plan ahead. It is also good practice to first ask if the recommender can write you a letter before entering their contact information on the scholarship application.

- **After you enter your recommender's e-mail address in the scholarship application you are completing, please follow up with your recommender to make sure they received an e-mail from Kaleidoscope to complete it.** *I advise telling the recommender to check their junk or spam e-mail folder in case the e-mail arrived there so it can be moved to their inbox*. Please also inform your recommender of the February 7th deadline.

6. **Within your Kaleidoscope account on your applications page, you will be able to see the local scholarships you have saved but not yet submitted yet, as well as your submitted scholarships.** If the scholarship requires a transcript or letter of recommendation upload, it will show if it is still pending or complete. Below indicates the various sections you will see in your Kaleidoscope account.

"Explore" section: This is where you will see the local scholarships you qualified and are eligible for after completing the beginning general information. *Make sure "Brownsburg Education Foundation" is selected from the "Program Sponsor" dropdown menu.*

"Applications" section: This is where you can view previously started or completed applications. You should come here to continue finishing your incomplete applications, as well as to see if your recommenders have completed your letter requests.

"Saved" section: This section is specifically for saving applications from the Explore page that you would like to apply to later. *Note: This does not relate to "saving within an application" that has already been started.* This section is simply used for quickly accessing scholarships that you found previously and had saved for later by clicking the pin icon on the scholarship box.

If you have any questions, please let me know. Here is also a link that includes steps/ FAQs: https://help.mykaleidoscope.com/category/4-applicants . For assistance with technical questions, you can contact help@mykaleidoscope.com .

Thank you,

Mrs. Martin