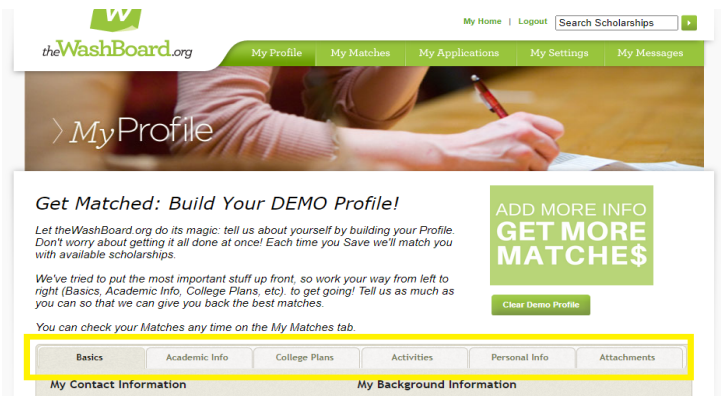


Using theWashboard.org to Apply for the Local Scholarship Program (LSP)

1. Go to the Washboard.org
2. The first time you will click on **Register Today**. After that, just **Sign in**.
 - To Register: Choose a “Seeker Registration” and fill in the student bubble and form. Choose an email address that you check and will continue to have access to after graduation (**NOT** your SSD student email). Complete registration.
3. **Build Your Profile!** The more information you enter the better your application will be, and the higher chance you will have to “Match” to scholarships. The Profile includes the following tabs: Basics, Academic Info, College Plans, Activities, Personal Info and Attachments.
4. **Stop and Save Profile** at any point and then return to the application, at a later time.

Creating Your Profile by Tabs:



Basics Tab

- This is your contact info for receiving your scholarship notifications. Double check and make sure it is correct.
- **My Financial Need** will only be used by scholarship providers that state they are **need based**. Fill out this section and make sure to describe your financial need in your own words. Let scholarship donors know the challenges you are facing in paying for college. Examples would include employment status, size of family and other financial obligations. This should be lengthy enough (more than a few sentences) to explain your financial need.
- For written responses, since Washboard will timeout, you are encouraged to write them in **Word** and then copy and paste. **Use spell check, write in complete sentences, make sure all responses have corrected punctuation and save your work.** The formatting you are using does not always copy and paste, so make sure you are happy with the written text.

- The Local Scholarship Program (LSP) **does not use** the FAFSA or Background information. Other scholarships on the Washboard.org do, so filling out that information may help you match with other scholarships, outside of the Local Scholarship Program (SEF/LSP).
- **Types of support** for the LSP include books and supplies, mandatory fees, room and board, tuition and study abroad.

Academic Info Tab

- You are currently enrolled in **High School** as a **senior**.
- No need to fill in WA state identifier info.
- **Secondary Education.** Which high school are you attending? Fill in the **Yes** bubble and then click on the green **select** button and choose **Snohomish High School**. Click **Add** so it saves it on the **right side** and then **save it**.
- **Scholastic Achievements.** Fill in the **GPA. No Rank needed**, but you can add for other scholarships. **No SAT or ACT score is needed** for Local Scholarships, but other scholarships might use them. List the **Honors, AP classes &/or credits** (classes you are currently taking too), **Tech Prep/CTE Credits** (Dual Credit courses & Sno-Isle classes) that you have taken in high school in the appropriate boxes. Some scholarships look at the classes you have taken to make their final decision.

College Plans Tab

- **College Attendance.** Mark where you would like to attend college. Then click on the **Yes** bubble and please click on **Select** and add all colleges you are considering. If you don't see your college listed you can manually input the school on the lower right under "others". **Save**.
- Mark all the **types of schools** you are considering (i.e. Gonzaga – private school, UW – public school, EvCC – community college, Bellingham Tech – technical college).
- The type of program you are considering would be **Undergraduate** or **Certificate**. Choose one or both of these (i.e. Engineering, Business, Art – undergraduate...Welding – certificate)
- Select anticipated enrollment as **full-time**.
- If you are currently attending a college, due to Running Start, then answer, Yes and list the college.
- **Academic Interests.** All applicants click **Yes** and the green **select** button to choose your Field of Study and **Save**. Please also do the same for **Careers**, but be as specific as you can.

Activities Tab

- **Groups and Hobbies.** The more thorough you are, the better picture of you the scholarship reader receives. Please answer for hobbies, sports and clubs. (Panther Pals, Link Crew, Chinese Club, etc.)

- **Affiliations.** If you are part of an organization, please click yes and list them (JROTC, Boys & Girls Club etc.)
- **Work and Service.** Be sure to explain, if you **work** (where you work, what you do and for how long have you been doing this). Please include previous jobs. (Babysitting, fall farm jobs, summer jobs, etc.)
- **Volunteering.** Enter your **Community Service information** here (where have you volunteered, briefly describe what your duties were and then provide the approx. number of hours you volunteered in this position...this is **very important** to the reader). Unlike your graduation community service requirement, please include **ALL** community service hours, inside and outside of school...community, school and church based. (Honor Society tutoring, holiday volunteering, food bank, fun run, etc. If using a camp, please only include hours of volunteering during the day)

Personal Info

- The more **questions** you answer the better you can be matched for additional scholarships.
- **Are you a cancer survivor?** Answer this.
- **Household for Free and Reduced lunch is not required**, but can aid in getting more scholarships.
- **Do you live with a visible or invisible disability is not required**, but can aid in getting more scholarships.
- **First generation college student** is a student who will be the first family member to go to college.
- **What is your highest level of education...** for this question the answer is is **Graduated HS – Diploma**.
- **The next 12 questions you can choose to answer or not.** (not applicable means no.)
- The Providers want to know something about the person who is going to receive the scholarship, please enter a **Personal Statement** (say something about yourself, what you hope to achieve by going to college, what it would mean to you to receive a scholarship.) **This is also a great place to explain to the scholarship reader why your grades or activities may be less than what you had hoped.** Did you face a hardship or sickness during high school? Did you have challenges that you worked at overcoming. This is your chance to **tell your story**...make it as-long-as it needs to be!
- Answer 5 words that Describe Me, 5 Skills I have, and my Talents & Gifts. Is very helpful to the reader.

Attachments

All the **Snohomish Education Foundation - LSP** scholarship applications will require an unofficial, up-to-date transcript. Please don't request your transcript until February 5th so that it includes your first semester grades on it. To get an electronic copy of your current transcript, visit the SHS Counseling webpage <https://www.sno.wednet.edu/Page/1556> and click on **SHS Current**

Student Transcript Request

[Link.](https://forms.office.com/Pages/ResponsePage.aspx?id=jPKRUGKrBEyMrT4eT5futDrQ_c3uPyNHstrMvY_bMTZUNTIPOThtNUK5RE8wRkhSOE1XNUVZN1FNSi4u) (https://forms.office.com/Pages/ResponsePage.aspx?id=jPKRUGKrBEyMrT4eT5futDrQ_c3uPyNHstrMvY_bMTZUNTIPOThtNUK5RE8wRkhSOE1XNUVZN1FNSi4u)

All SEF LSP scholarships will require a transcript. Choose file, then select file type and click Always Include (blue box) prior to attaching.

ATTACHMENTS

You can check your Matches any time on the My Matches tab.

Basics Academic Info College Plans Activities Personal Info Attachments

Attachments (Transcripts, Letters of Recommendation, Award Letters, etc.)

These documents may be attached to any scholarship application that you fill out. The maximum file size limit is 10 MB. The file name must be less than 100 characters total.

Filename	Size	Status
Choose File	0 B	0%

When attaching a file you must select a Type and enter a Comment. These are used to identify your file attachments.

Type Comment Always Include Attach

transcript

Letters of Recommendation

Many scholarship applications request a letter of recommendation. This may be from a counselor, employee or family friend. We can help! Click the button below and we will send a request for a letter of recommendation on your behalf.

Request Letter of Recommendation

Previous Save Profile

- **Upload the transcript** by clicking on **Choose File**. Select a **Type** of attachment, check the box **“Always Include”** and then **“Attach”**.
- Each scholarship might require different items to be uploaded. All uploads you have for various applications can be uploaded here (Letters of recommendation, Resume, Essay) Make sure you only attach what that particular scholarship is requesting. Any attachments that are used for more than one application should be uploaded at this time and marked **“Always Include”** (example: transcript). This will save you from having to upload individually to each separate application.
- **Essay Title**. Please include a title and your name on top of each essay you attach to your application.
- **Letters of Recommendation**. Please use a letter of recommendation that you already have if you can. You can also send a request for a letter of recommendation through this website, but this function does not always work. I recommend you request a letter, if needed, in person or via email.

Save Profile.