



# Guide to the CFNRV's 2023-2024 Scholarship Application

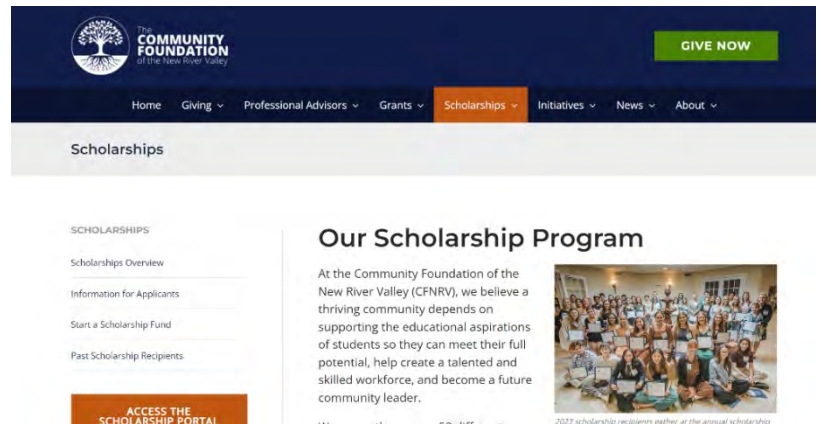
**The 2023-2024 Scholarship Application is due by 5 p.m. on Monday, January 29, 2024.**

**No late applications will be accepted, so please submit them on time. If you encounter any issues or have questions before the deadline, reach out to our team.**

## Learning About Our Scholarships

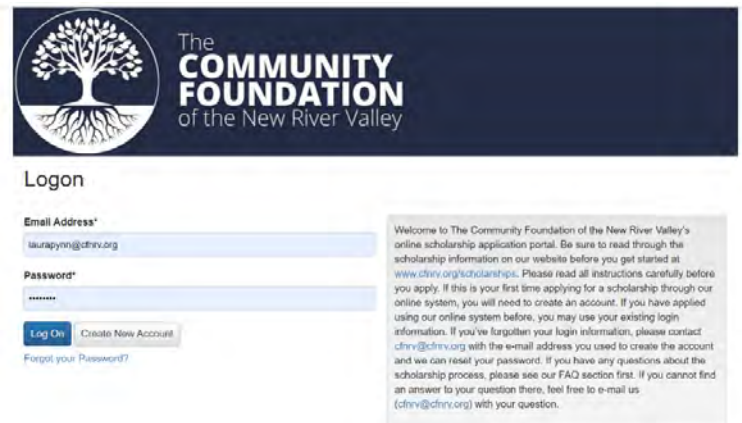
Visit [www.cfnrv.org/scholarships](http://www.cfnrv.org/scholarships) and read through the following documents:

- *Guide to Funds*: shows you which scholarship funds you are eligible to apply for.
- *Fund Table*: an overview of the funds including if they are for students from a specific school or county/city/region, whether the scholarship can be renewed for multiple years, and whether the fund requires an additional essay to be written.
- *Frequently Asked Questions*: shares answers to commonly asked questions. If you need something clarified or have a question not listed, please reach out to us!

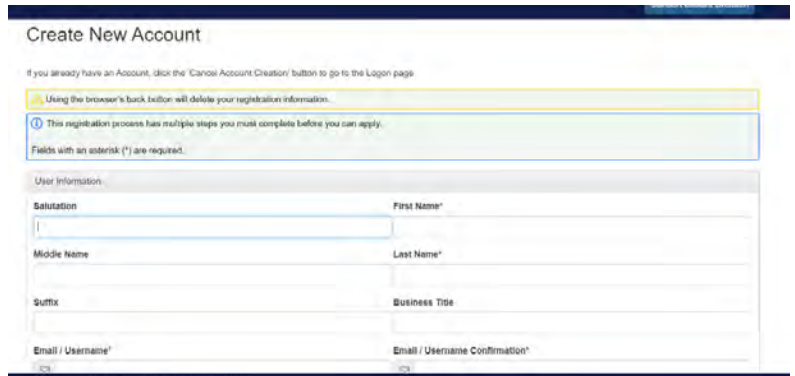


## Creating an Account

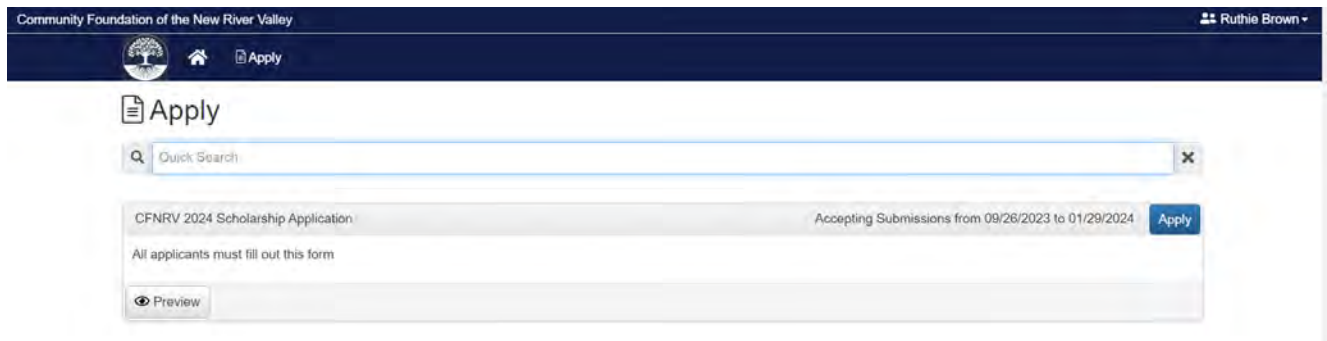
- *If you are on a desktop*: on the lefthand side of the screen, you'll see an orange button that says "Apply for Scholarships!" *On a phone*: this button appears toward the bottom of your screen, so scroll down.
- You will be taken to the below page, where you will be asked to either create an account (if you have never applied before) or log in (if you have applied before.)
- To create an account, please use an email address that you check regularly. This is the way that we will communicate updates to you about your application, including if you are missing any elements or if something has been uploaded incorrectly.
- You will need to create a password that you can remember. Should you not remember it, you can request that the system sends you an email asking you to reset your password.



- Once you create an account, you will need to create a profile by filling in all the text boxes. This is saved to your application, and you can edit it if you have entered something incorrectly. You can also save your application as a draft and come back to it later should you need to.
- *Tip:* for the state box, please use the state's initials instead of spelling out the full name of the state.
- **The address you put on your profile is where your award letter will be mailed to.** This letter notifies you of what scholarship you won and the amount you have been awarded. Please note that your actual scholarship check will be mailed directly to your school, not you.



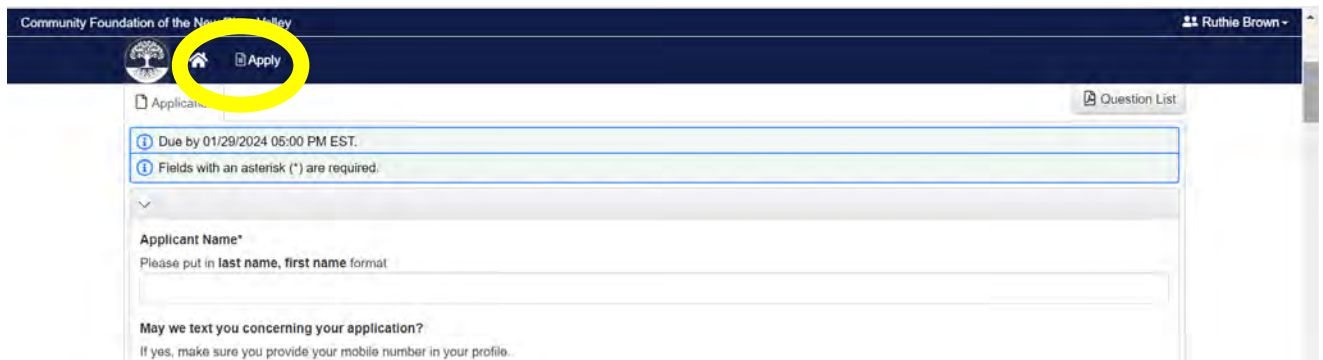
The system will then want you to verify the password you used to create an account. You must use the same one you just put in. It will then send you an email to verify your email address and then once you receive that email you can click the continue button, which will take you to the below page:



## Applying for Scholarships

Our scholarship awards typically range from \$500 to \$4,000. Many of them are renewable, meaning that a student can be awarded that same scholarship again either for another year or multiple years.

- *To apply:* click on the Apply button on the top left corner of the screen (next to the home button and circled below) and the application will open. Your name will appear in the top right of the page.



- The system will prompt you to fill out more details about yourself, including: your current school, the school to which you intend to go, your intended major, etc. If you do not know what school you plan to attend, please let us know your first choice. If you are awarded a scholarship, we will confirm your school choice with you in May before we mail your check, which we will send directly to your school.
- Then, a list of all our scholarship funds will appear on your screen (see below) and ask you to select the funds you are applying for. If needed, you can refer to the Guide to Scholarship Funds by clicking on the blue underlined hyperlink in the top paragraph of this section where it says, “please use our online list of scholarship funds”. It will open the entire book of scholarship funds.
- There are 52 scholarship funds so read each one carefully. You are likely eligible for and can apply to more than one scholarship, but you are only eligible to be awarded one scholarship.

**Scholarship Funds\***

There are many scholarship funds, each with its own requirements and qualifications. To review the scholarship funds and the eligibility requirements, please use our [online list of scholarship funds](#). Please note that some funds require additional essays. Please check all scholarship funds for which you are eligible. To maximize your chances, please check all boxes which apply to you. Please read our scholarship guide carefully as you will not be eligible for all scholarships, and selecting inappropriate funds may delay evaluation of your application.

<input type="checkbox"/> 1. Auxiliary/CNRVMC Scholarship Fund	<input type="checkbox"/> 19. Casey Jones Memorial Scholarship Fund, additional essay required	<input type="checkbox"/> 36. Josephine Shotts Memorial Scholarship Fund
<input type="checkbox"/> 2. Blacksburg Legacy Fund	<input type="checkbox"/> 20. Kalvi Scholarship Fund	<input type="checkbox"/> 37. Simon-Flora-Grohs Scholarship Fund
<input type="checkbox"/> 3. Blacksburg Volunteer Rescue Squad Memorial Scholarship Fund	<input type="checkbox"/> 21. a Lamba Horizon Scholarship Fund, additional essay required	<input type="checkbox"/> 38. Jo Ann Slate Smith Memorial Scholarship Fund
<input type="checkbox"/> 4. James E. and Kate H. Board Scholarship Fund	<input type="checkbox"/> 22. Lineweaver Scholarship Fund	<input type="checkbox"/> 39. Dana R. and Marilyn Spencer Scholarship Fund
<input type="checkbox"/> 5. Blue Collar Scholarship	<input type="checkbox"/> 23. Living4Bri Scholarship Fund	<input type="checkbox"/> 40. Dennis Stauffer Memorial Scholarship Fund
<input type="checkbox"/> 6. Citizens Scholarship Fund, additional essay required	<input type="checkbox"/> 24. Diana Love Legacy Instrumental Music Scholarship Fund	<input type="checkbox"/> 41. Eric E. Sutphin Memorial Scholarship For the Children of Law Enforcement Officers
<input type="checkbox"/> 7. Dornermuth Scholarship Fund	<input type="checkbox"/> 25. Amber Lutz Scholarship Fund	<input type="checkbox"/> 42. Teel Family Scholarship Fund
<input type="checkbox"/> 8. Chris Dudley Scholarship Fund	<input type="checkbox"/> 26. Allan Mandelstamm Scholarship Fund	<input type="checkbox"/> 43. William F. Teel Scholarship Fund, additional essay required
<input type="checkbox"/> 9. T. Scott Eaton Scholarship Fund	<input type="checkbox"/> 27. Marie Mandelstamm Scholarship Fund	<input type="checkbox"/> 44. Larry Turman Memorial Scholarship Fund
<input type="checkbox"/> 10. Benjamin Eiss Memorial Scholarship Fund	<input type="checkbox"/> 28. A. Phillip Meadows Leadership Fund	<input type="checkbox"/> 45. Woodrow and Elma Turman Scholarship Fund
<input type="checkbox"/> 11. Doris Huff Elliott Business Excellence Scholarship Fund	<input type="checkbox"/> 29. Morrow-Stevens Foundation Fund	<input type="checkbox"/> 46. Earl Vest and Mamie Phillips Vest Scholarship Fund
<input type="checkbox"/> 12. Epperly Family Fund	<input type="checkbox"/> Stevens	<input type="checkbox"/> 47. VFW Post 5311 Legacy Scholarship Fund
<input type="checkbox"/> 13. Marcus Allen Ford Memorial Scholarship Fund	<input type="checkbox"/> 30. Muffo Family Scholarship Fund	<input type="checkbox"/> 48. Virginia Tech Women's Club Scholarship Fund
<input type="checkbox"/> 14. Jim Gwazdauskas Memorial Scholarship Fund	<input type="checkbox"/> 31. Mary Ann King Peters Scholarship Fund	<input type="checkbox"/> 49. June Liang Wang Scholarship Fund, additional essay required
<input type="checkbox"/> 15. Juanita Shelor Hall Memorial Scholarship Fund	<input type="checkbox"/> 32. Plummer Family Scholarship Fund, additional essay required	<input type="checkbox"/> 50. Virginia Whitaker Memorial Scholarship Fund
<input type="checkbox"/> 16. Terry Helms Memorial Scholarship Fund		
<input type="checkbox"/> 17. Warren Lloyd Holtzman Freedom Scholarship		

- Once you have determined the funds you are eligible for, mark the funds in your online application to which you are applying. **Please note that some of the funds you are eligible for require an additional essay. If you do not submit the additional essay, you are not eligible for that scholarship.**

Fill in the following required text boxes:

- **Veteran or Active Military Status:** we ask about your veteran/military status as well as your family's status in part because we have one scholarship fund (VFW Post 5311 Legacy Scholarship Fund) that prioritizes this in the criteria for selecting who it is awarded to.
- **Student essay:** the application will ask you to submit a student essay. Please take this seriously as this is the section that most often determines whether you receive a scholarship. In this section, tell us your story, share an experience that deeply influenced you, and your educational goals/aspirations. The clearer and more detailed the story the better. Please use all the characters available. We highly recommend asking someone else (or multiple people) to review your essay and give you feedback. Also, be sure to run your essay through a spell/grammar check before finalizing it!

- **Additional essay(s) (if applicable):** some of our funds require that you submit an additional essay. Please type the additional essay(s) in a word document and label the top of each page with the fund you are applying for. Then, convert the document to a PDF and upload it to your application.

**Additional Essay Needed for Fund Approval**  
If you are applying to scholarship funds that require an additional essay, **please combine each essay into one pdf** that clearly identifies each essay with its associated fund. See our online guide to scholarship funds for **essay requirements**.

Upload a file [3 MiB allowed]

**Honors and Awards**  
Please list any honors and awards you have received in the past 2 years

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- **For the next three boxes (Honors & Awards, Community-Based Volunteer Activities, and Employment),** please share a brief (maximum one line) description along with time period of your involvement (i.e. 2021 – 2022 or 2021 – present.) Please be sure to spell out acronyms so we know what you are referring to. For example, instead of writing “NHS 2022 – present”, please write out “National Honor Society 2022 – present”.
- **Additional considerations:** fill in this box with information that would not be available to the committee otherwise. For example, “my mom has been battling cancer for the last year and our family has a lot of medical bills to pay.”

**Additional Considerations**  
Are there any special circumstances or expenses the Scholarship Committee should be aware of when reviewing your application, such as illness, medical conditions, loss of job, or student debt that affect your family's financial situation? If so please describe:

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- **Financial statement:** this form is separate from your FAFSA. The goal of this form is to gather additional information about your family's financial position, as many of our scholarships have “financial need” in their criteria. If you are dependent on your parents/guardians, please fill out sections A and B. if you are an independent student, fill out sections B and C for yourself and your spouse (if applicable.)
- *You are considered independent if one or more of these criteria apply to you:*
  - 24 years of age or older by December 31 of the award year
  - An orphan (both parents deceased), ward of the court, or you were a ward of the court until the age of 18
  - A veteran of the Armed Forces of the United States
  - A married individual
  - Have legal dependents other than a spouse



- A student for whom a financial aid administrator makes a documented determination of independence by reason of unusual circumstances
- **Free Application for Federal Student Aid (FAFSA):** All students applying for federal or state aid and/or private aid, such as Community Foundation scholarships must complete the FAFSA. Instructions on how to complete the FAFSA and the documents required are available online at <https://studentaid.gov>.
  - *2023-2024 FAFSA opens in December:* this year, please note that the FAFSA will open in December, which is unlike previous years when it opened in October. We advise you to fill it out as soon as it opens, but if for some reason you can't complete it in time for our application deadline, you may use last year's (2022-2023) FAFSA instead.
  - *Student Aid Report:* once you complete the FAFSA, you will be emailed a Student Aid Report. Please save that to your computer and upload that into your application. We will not accept the FAFSA Confirmation page nor the first page of the SAR. We will only accept a pdf of the complete Student Aid Report.
  - *Estimated Family Contribution (EFC):* in the application, we ask "What is your EFC as indicated on your Student Aid Report"? What is this? This is a six-digit number that estimates how much your family can contribute to your education (based on their income and other questions asked in the FAFSA.) If you feel that the EFC does not accurately represent what your family can contribute, please add details about that in the "Additional Considerations" box!
  - *Can't get the FAFSA for some reason?* If for some reason your parents will not share the FAFSA with you or you cannot fill it out because of your immigration status, please reach out to our team to see if we can assist.
- **Transcript:** the next step is to upload your transcript. We accept an unofficial transcript so you would not need to pay for your transcript. There is a link to upload your transcript in your Student Portal. You may need to ask your guidance counselor to email this information to you. You will need to save the transcript to your computer and upload it into your application.

## Reference Letters

- We require letters of recommendation from two different people to write a recommendation. **At least one of those letters must be from a teacher or a professor;** other examples of people you can ask are principals, coaches, employers, etc. Letter writers **cannot** be family members.
- You will need an up-to-date email address for the people you are asking to write letters on your behalf. We highly recommend asking someone ahead time if they can write a letter for you so they know to expect emails from our scholarship system about it.
- Within the application system, type in your first recommender's email address then click "compose email" and a pop-up window will prompt you to write an email asking for a recommendation.

- Be sure to include the application deadline in the body of your email. Each writer will also receive an email from our application system with a link to upload their letter, but this email DOES NOT include the application deadline!
- *Please note:* we only accept letters uploaded into the system. We do not accept letters via mail or letters that are emailed to someone. They must be uploaded into the system for them to count.
- **It is your responsibility to follow up with the people who are writing letters for you.** We highly recommend following up with them in person or via calling or texting as your application is not complete until you have all your recommendation letters received and uploaded.
- Once the letter is uploaded, the system records it as received, and you will see a change on your dashboard. Once one letter is recorded in the system as received, your dashboard will say "1/2 of Third-Party Responses received". **Do not submit your application until the dashboard says 2/2 of 3<sup>rd</sup> party responses received.**

## Final review of your application

- Before submitting your application, we strongly recommend reviewing your application and make sure you have provided all the information requested, including that your essays and financial statement have uploaded properly.
- **Reminder: check that both of your reference letters have been submitted! You will know they are both submitted when your dashboard says 2/2 of 3<sup>rd</sup> party responses received. Only then does your application go to the Scholarship Committee for approval.**

Letters of Recommendation Instructions

Letters of recommendation are submitted directly by the people you ask to write them. In the space below, you will be asked to provide contact e-mail addresses for two writers. Examples of writers include teachers, principals, coaches, employers, etc...**Writers cannot be family members.** At least one letter **must** be from a teacher or professor!

**We require two letters of recommendation.**

After typing the contact's e-mail address, click "compose e-mail" and a pop-up window will prompt you to write an e-mail asking for a recommendation.

**Please be sure to include the application deadline in the body of your e-mail.** Each writer will also receive an e-mail from our application system with a link for submitting their letter, but this email DOES NOT include the application deadline!

To check the status of your letters of recommendation, please log in to the scholarship system.

**\*\*We do not accept letters of recommendation by mail or email.**

Letter of Recommendation #1

**Letter of Recommendation Contact E-mail\***

Enter the e-mail address of the person who will be writing your first letter of recommendation.

Compose Email

- You may also want to ask someone else to read over your application before you submit it to help you catch anything that you may not have noticed.
- **IMPORTANT: your application can be saved in draft form, but it will not be considered complete until all letters of recommendation and transcript information have uploaded. If we do not receive all elements of your application by the deadline, it will be removed from consideration.**
- Once you are done, click SUBMIT.