

Greenbrier Valley Community Foundation

Scholarship Application Software

Tips and Hints

- Most scholarships are for any post-secondary education plans, not just 4-year colleges or universities.
 - Scholarship applications are due **15 March 2023** by midnight.
 - Go to the Counseling Department section of your school's web site or go to URL <https://gvfoundation.scholarships.ngwebsolutions.com>.
 - The first step is to create an account (see the file GVCFScholarshipInfo for step-by-step information).
 - Chose a User Name and a Password
 - You will use the User Name and Password every time you log onto the system
 - If you forget your Password, the GVCF Scholarship Administrator can reset it for you (use Contact Us)
 - Once your account is created, you can begin filling in the application. However, you do not need to fill out the entire application at one time.
 - You will occasionally get e-mail from the following:
 - Scholarship Administrator, **Elizabeth Spangler - GVCF Scholarship Administrator** elizabethspangler5@frontier.com
 - Scholarship System, notify@ngwebsolutions.com
- Pay attention to these emails and follow their directions.*

Sign-In Page

- On the grey action bar:
 - General Information contains Frequently Asked Questions about the Scholarship Application Process
 - Contact Us allows you to ask questions or seek help from the Scholarship Administrator
 - Scholarship Search allows you to view all scholarships available. You can use the Categories selection on the left-hand side (click on the + beside high school) to filter scholarships by school.
- To log into the software, click **Login**
- You do not need to fill out the entire application at one time. You have several months to work on this ... so take your time and do it right!
- You are not required to answer all of questions in order to submit your application. However, failure to answer questions may disqualify you from certain scholarships.

Home Page

- On the grey action bar:
 - General Information contains Frequently Asked Questions about the Scholarship Application Process
 - Contact Us allows you to ask questions or seek help from the Scholarship Administrator
 - Scholarship Search allows you to view all scholarships available. You can use the Categories selection on the left-hand side (click on the + beside high school) to filter scholarships by school.
- On the body of the page, you should see the following:

Type	Task	Due	Action
Application	2022-2023 Application for Seniors Academic Year 2022-2023	3/15/2023 11:59:00 PM	

- To continue with your application, click [Continue Application](#), under the heading **Action**.

Recent Photo

- Pictures are used for newsletters, newspapers etc. Photos should be appropriate for publication. DO NOT send pictures that are not appropriate for the general public to view.

Family Information

- Include yourself in total number in household.
- Choose a family dynamic that fits your current living situation. You can explain later in extenuating circumstances.
- Answer all the questions about your family. Not answering could disqualify you from a scholarship.

High School Information

- Transcripts must be uploaded as a JPEG, PDF, TIF, or DOC format.
- If using a self-view transcript from Parchment, you must make sure it is in one of the above formats.
- Submit your 7th semester transcript (inclusive of 1st semester Senior year).
- Answer the high school, scholarship, college, and career questions as specifically as you can; they are sorting questions.

ACT/SAT Scores

- You are allowed to super score. Super scoring means you put your highest score from each area of the ACT/SAT if you take the tests multiple times. For example, on the September ACT you made a 25 on math and a 30 on English, on the October ACT you made a 26 on Math and a 28 on English...you can use the higher of the scores; the English score from September and the Math score from October.)

Post-Secondary Plans

- If you truly don't know what your intended college and/or major, it is ok to say you are Undecided. It would be a good idea to explain why you are undecided as part of your essay.
- If you do have at least a general idea of what area you wish to study, answer major and career questions. They can further qualify you for scholarships.
- The majority of the scholarships are for any post-secondary education including but not limited to Community College, vocational training, 2-year technical schools, certificate programs etc.

Activities

- Scholarship reviewers are looking for depth not breadth, they are looking for commitment. If you only have one activity but you have devoted years to it, include it on your application.
- In addition to school activities, scholarship reviewers are looking for what you are doing after school. If you aren't able to participate in after school activities because of family obligations, taking care of an elderly grandparent or a young sibling, or working a job, include that here.
- Do not include activities prior to 9th grade unless they are major accomplishments (i.e. Golden Horseshoe Winner) or you began an activity as a younger person and continued it into high school (i.e. Boy Scouts/Eagle Scouts, actively engaged in Church Youth Group since before high school).
- Do include Perfect Attendance if that applies to you.
- If you did not hold a title/office in a group your title would be "member."

Tips on the Leadership Essay

- Make sure that you use proper grammar, correct spelling and be selective in word choice. Have your essays read and edited by someone else, do NOT rely only on spellcheck.
- Be creative with your thoughts about leadership. Leadership isn't only the captain of a team or an officer in a club. Scholarship reviewers are looking for things like:
 - What do you do to set an example for other people
 - How do you overcome adversity
 - What do you do to make things better for others

Scholarship Specific Activities

- These questions are important because they continue to sort scholarships for you based on your answers.
- The MOORE FAMILY PHILANTHROPIC SCHOLARSHIPS HONORING GREENBRIER MILITARY SCHOOL and the GREENBRIER MILITARY SCHOOL LEADERSHIP SCHOLARSHIP require that you visit the GMS Museum is located on the campus of WVSOM. These scholarships are two (2) of our largest.

Financial Information

- This information is not required. However, failure to include it may disqualify you from scholarships based on financial need.
- If you are aware of internal college scholarships you will receive or Promise include them.
- If your circumstances have changed since your last tax return or you have special circumstances (you aren't living with either parent, parents retired this year, illness, etc.) use the box at the bottom of the financial page to explain.

Essay

- This is the most important part of the application. You want to create a personal connection with the readers. Think outside of the box, be original. Remember committee members will be reading 50+ essays, you want yours to stand out
- DO NOT RELY ON SPELL/GRAMMAR CHECK! Have another person read and edit your essay ... sometimes fresh eyes will pick up mistakes that you missed.
- The scholarship reviewers like proper grammar, punctuation, correct spelling and dynamic word choice.
- Your essay shouldn't be a "laundry list" of activities from your activities page. Scholarship reviewers have already read the list of activities you provided.
- Don't write, edit, and submit your essay all in one day.
 1. Write it, then lay it aside.
 2. Read and edit it again the next day or week.
 3. Repeat 1 and 2 until your essay paints a dynamic picture of you and your goals

Letters of Recommendation

- You must have three (3) letters of recommendation (LOR)
 - One from a teacher
 - One from a community member
 - One of your own choosing – if you work or volunteer then your supervisor is a good choice.
- ASK THE PERSON FIRST and ASK EARLY
 - Get the recommender's correct email address to put in your application
 - Tell the individual that they will be receiving an email from ngsolutions.com
 - Thank them!
- You are responsible for monitoring this part of your application.
 - You will be able to see when an email is sent, when it is opened, and when it is submitted.
 - If the deadline (15 March 2021) is approaching and you don't see a submission, follow up with that person. You can send them a reminder from the application portal but you should also follow up in person.

Submission

- Do not submission your application until you are sure everything is correct.
- You must affirm the correctness of the information prior to submitting.
- If you have not answered all required questions, you will get a screen telling you that. The questions that you still need to answer will be in a box below the message. You can scroll down through and answer them.

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