



**THE COMMUNITY FOUNDATION
of FREDERICK COUNTY**

For Good. Forever. For Frederick County.

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FOR IMMEDIATE RELEASE
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Rotary Club of Frederick Accepting Scholarship Applications

FREDERICK, MD – January 11, 2012: The Rotary Club of Frederick will accept applications for the Rotary Club of Frederick/W. Meredith S. Young and Helen B. Young Scholarship beginning January 15, 2012 through February 15, 2012. The Community Foundation of Frederick County administers this scholarship through an online application found at www.cffredco.org.

Graduating seniors of Frederick County High Schools may apply. As many as eight scholarships will be provided for the 2012-2013 academic year in the amount of \$2,000 each. Scholar selection will be based on the student's record of exemplary community service in Frederick County, which mirrors the Rotary Club's commitment to "service above self." Strong academic performance and financial need will also be considered.

W. Meredith S. Young was a longtime member of the Rotary Club of Frederick, and both Mr. and Mrs. Young graduated from Frederick County schools. They quietly spent much of their lifetime helping students acquire an education, and through The Rotary Club of Frederick/W. Meredith S. Young and Helen B. Young Scholarship Fund, they are continuing to assist young people achieve their educational goals.

All applications must be made online; no paper applications will be accepted. The Rotary Club of Frederick/W. Meredith S. Young and Helen B. Young Scholarship Application can be accessed through the Community Foundation website at www.cffredco.org by clicking on "Apply for Scholarships" located on the right side of the page. Follow instructions for creating an account (first-time users) or logging-in as a returning user.

The Community Foundation of Frederick County is a recognized leader in providing scholarships to area students, made possible by generous donors who establish funds, or add to existing funds, at the Community Foundation. For the 2011-2012 academic year alone, the Community Foundation provided more than \$407,000 in scholarships to area students. Additional information about the Community Foundation is available at www.cffredco.org or by calling 301.695.7660.

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Rotary Club of Frederick/W. Meredith S. Young and Helen B. Young Scholarship Online Application for 2012-2013 FAQ's

Please read the following "FAQ's" before beginning the online application process. This information will help you have a positive experience with our new system and ensure accurate information is provided.

What is this Scholarship and who can apply?

The Community Foundation of Frederick County Maryland administers the Rotary Club of Frederick Fund and the W. Meredith S. Young and Helen B. Young Scholarship Fund. These funds award scholarships based on the following criteria: record of exemplary community service, financial need, and academic performance. To be considered you must be able to demonstrate that you have had a strong history of community service to the Frederick area. In addition, you and your parents/guardians must complete the Confidential Statement for Financial Assistance Form and upload the completed form to the application.

Is this a onetime scholarship or a renewable scholarship? *The scholarships for the 2012-2013 academic year are for one year only. This scholarship is not renewable. Only graduating seniors of Frederick County High Schools (Maryland) may apply. There will be up to eight (8) new scholarships available for the 2012-2013 academic year in the amount of \$2,000.00 each.*

When is the Rotary Club of Frederick/W. Meredith S. Young and Helen B. Young Scholarship Application available for the 2012-2013 academic year?

The 2012-2013 online scholarship application is available starting on January 15, 2012 at 12:01 a.m. EST.

What is the deadline for 2012-2013 scholarship application?

The 2012-2013 scholarship application must be submitted by February 15, 2012 by 11:59 p.m. EST. Applications will not be accepted after the deadline! No exceptions!

Where can I find the online application?

Log on to www.cffredco.org on or after January 15, 2012. This is the Community Foundation of Frederick County's web site, follow the instructions to the obtaining a scholarship page, which will link you to the online application system.

How do I apply for the Rotary Club of Frederick/W. Meredith S. Young and Helen B. Young Scholarship?

To apply for a scholarship, you must log into the online application system and submit your request electronically. First time users must first create an account. Returning users may simply log in with their username and password.

Can I submit a paper application this year?

Only electronically submitted applications will be considered this year.

What should I know before I begin the online application?

When logging on to a session, the session is timed. You will have 45 minutes per session to work on the application. You may log on as many times as necessary to complete your application.

How does a first time visitor log into the online application system?

First time visitors must create an account to log into the system:

- *From the welcome page, click the link labeled 'Create an Account' under the First Time Users heading.*
- *Enter the information requested on the Create Account page and click the 'Submit' button.*
- *When creating your account, please select a user name and password that you will be remember for future logins.*
- *Once you have created your account, you may log in and complete an application.*

What do I do if I forget my username?

If you forget your username, you may retrieve it by providing the email address associated with your account.

- *From the login page, click the link labeled 'Forgot your username?'*
- *When prompted, enter the email address associated with your online account and click 'Submit.'*
- *You will receive an email from notify@ngwebsolutions.com containing the username.*

What do I do if I forget my password?

If you forget your password, you may have it reset electronically.

- *From the login page, click the link labeled 'Forgot your password?'*
- *When prompted, enter the email address associated with your online account and click 'Submit'.*
- *You will receive an email from notify@ngwebsolutions.com containing a new, randomly generated password.*
- *Once you log into the site with this new password, change it to something that you will remember.*

Will the Community Foundation or the Rotary Club of Frederick have access to my user name and password?

No. Neither The Community Foundation nor the Rotary Club of Frederick will have access to your secure user name or password if you forget or lose the information.

Can I make changes to my application?

Prior to submitting the application, you may edit your answers as often as you like. However, once you submit an application, you cannot change your answers.

Will I know if I have errors on my application before I submit it?

When you complete a page and hit the 'save and continue' button, you will receive immediate notification if a field requires attention. You will have to correct the data before you are able to save and continue to the next application page.

How will I know my completed application was received?

Once you have submitted a completed application, you will receive an email confirmation of submission from notify@ngwebsolutions.com. The email that you enter on the application will be the address to which all communications regarding scholarships will be sent.

How do I submit all my transcripts?

All applicants must attach an electronic copy of their most current educational transcripts. Graduating seniors from Frederick County Public Schools are to submit their JUNIOR year final transcript which clearly

shows their cumulative weighted grade point average. All Frederick County Public High Schools require that you request copies of your transcripts in advance. We strongly recommend that you check your school's policy on transcript requests. It is the applicant's responsibility to request their transcripts far enough in advance of the February 15 deadline so the school has a reasonable amount of time to fulfill the student's request. You may submit either an official or unofficial copy. This may require you to scan the transcript into a pdf or into a word document. Other formats are not acceptable. Your attachment must have either a .pdf or .doc extension. Please make sure that the quality of the scanned document is readable and clear.

How do I submit my required letters of recommendation?

Two (2) letters of recommendation are required from a school counselor or other appropriate school representatives. When you enter your reference's email address in the online application, the reference will automatically be contacted via e-mail to respond to questions about you. Contact your references before you enter their email addresses in your application. Explain the online recommendation process to them. You can find this process detailed on page 2 of the application. Do not ask them to "write you a letter of recommendation" as this year's application does not accept traditional letters of reference. References must use the online form provided by the Community Foundation. For your convenience, a blank Reference Notification Form is on our website/scholarship page. You can provide this form to your references as a "reminder" that they have until February 29th to complete the online recommendation form. It is strongly suggested that you contact your potential reference to confirm the reference's wish to participate, as well as notify the recipient they will be receiving an email from notify@ngwebsolutions.com. This is the source that sends out the request (It may be filtered into their spam system). Paper copies of letters of reference will not be accepted.

After I submit the email address for my reference can I change or update the contact?

After you submit your application, you may update a reference and/or the reference's contact information as noted below:

- *Log into your scholarship application.*
- *Click on the Manage letters of recommendation option in the Next Action box.*
- *If your reference(s) have not yet completed the recommendation letter, click on the Send Reminder E-mail button next to the reference's data.*
- *To change a reference or update a reference's e-mail address, click on the Withdraw option next to the reference's data. Then enter the new or updated reference information into the available text boxes.*

If your application does not have at least 2 references completed by the reference deadline of February 29, 2012, your application will be incomplete and therefore not considered.

How do I scan my documents?

Applicants are responsible for scanning documents required as attachments. If the applicant does not have access to a scanner, applicants can visit retail stores that provide this service for a fee or call the Community Foundation.

What if my scanned copy of my transcript is blurry? *Degraded copies and/or copies that are illegible may disqualify the applicant from consideration. The Community Foundation and Rotary Club of Frederick reserve the right to eliminate an applicant if the transcripts are not legible.*

How do I attach my transcripts?

You may browse to search for transcripts and then upload file by clicking the appropriate buttons in each of these sections. Please do not attach transcript by uploading a web link (such as your educational institution's transcript link). Attach only documents with .pdf or .doc extensions.

Do my parents and/or guardians have to submit financial information?

Yes, in order to be considered for this scholarship your parents and/or guardians need to complete the Confidential Statement for Financial Assistance Form which is available once you log in to the online scholarship application or it may be downloaded from our scholarship web page. This document must be completed in its entirety; failure to complete all four pages will disqualify you from consideration.

Can I print a copy of my completed application?

Yes. On the summary page of the application, you will find a link labeled 'Printer-friendly version.' Click on this link, and then use the 'Print' button in your web browser to print the application. You are strongly encouraged to print a copy of your completed application for your files. The Community Foundation/Rotary Club of Frederick will not supply a copy of your completed application to you.

Is assistance available for technical support?

Unfortunately, neither the Community Foundation of Frederick nor the Rotary Club of Frederick can provide applicants with technical support regarding computers, software or tutorials on how to scan documents.

Can I submit feedback about your new online application system?

Yes. On the left hand side of the log on screen is a "contact us" button. You may submit general feedback or complete a website questionnaire. We want to hear your feedback about our new process!

When will I hear if I was awarded a scholarship?

All applicants will receive a letter advising them of their applicant status in May 2012. Students awarded a scholarship will receive a scholarship packet in the mail that contains a scholarship agreement that the scholar will need to read, sign, and return to the Community Foundation of Frederick County.

When does the scholarship check get mailed?

All scholarship checks are mailed by the Community Foundation of Frederick County in early August 2012. All checks are mailed directly to the educational institution that the scholar listed on their scholarship agreement.

What if I want to learn more about completing the new online application?

The Community Foundation will be holding two free training sessions for parents and students: January 18, 2012 at 6:00 p.m. and February 2, 2012 at 6:00 p.m. Both sessions will be one hour long and held at the C. Burr Artz Public Library. You need only attend one session as content will be the same at each session. Attendees will learn how to access and complete the online application including how to prepare documents for scanning and uploading. You must register in advance for these trainings as seating is limited. Please call 301-695-7660 or email k.fox@cffredco.org to reserve your seat!

Do the Community Foundation and or the Rotary Club of Frederick acknowledge scholars?

Yes. Students receiving scholarships and their families will be invited to the Community Foundation's Annual Scholarship Reception on Sunday, June 10, 2012, from 2:30 p.m. to 4:00 p.m. at the Eventplex at the Frederick Fairgrounds. Additionally, the Rotary Club of Frederick will invite the Rotary Scholar to one of their weekly meetings to be introduced to the club members.

Can I apply to this scholarship and the Community Foundation's Universal Scholarship Application?

Yes. They are two separate scholarship applications. When you log into your online account, you will see all the scholarships available for the 2012-2013 academic year and you will have the option to click on the "Start Application" button for the application you wish to complete. Please note that if you apply for more

than one scholarship you will receive separate notification emails for each application.

How do I know that the information I am submitting electronically on my application and in my supplemental attachments is secure and confidential?

The Community Foundation understands the trust you have placed in us and is committed to the security and privacy of your personally identifiable information. When you access, complete, and submit the online application, you can be sure that your information is protected by the highest security and authentication techniques. When you “enter” the application, you will pass through a security “firewall.” Our online application software is managed by NGWeb Solutions and it ensures that all transactions to and from the Internet are encrypted. NGWeb Solutions complies with federally recognized safeguard standards including but not limited to intrusion monitoring, Secure Socket Layer, firewall monitoring, security audits, and system inspections. Data is safeguarded with password encryption technology.

The Community Foundation does not share any information collected from and/or about you.