

Guidance and Overview: Completing the Herb Kohl Educational Foundation Student Excellence Scholarship Application

Congratulations on reaching your senior year of high school. Please use these instructions as a guide for submitting your application for a Herb Kohl Educational Foundation Student Excellence Scholarship. This is a prestigious accolade that is recognized throughout Wisconsin and beyond as a mark of excellence in education. Each year, the Herb Kohl Educational Foundation confers over 100 Student Excellence Scholarships, 86 to students in public schools, 14 to students in private schools, and 2-3 students in homeschool settings.

The first step will be for you to build a Personal Profile using the SmartSimple platform by following the public school student link at:

https://www.kohleducation.org/studentexcellence/public/student_application_form.php

Personal Profile Information

Most of the information included in this section will be obvious, but some might require some explanation. See notes below on each of the fields under Personal Profile. Required fields have a red asterisk in the platform.

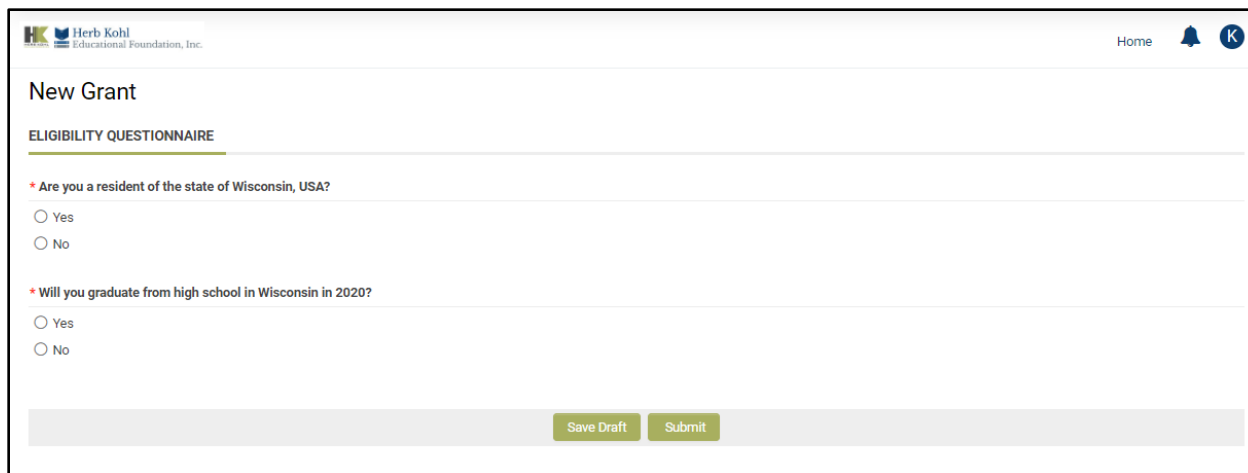
- First Name
- Middle Name
- Last Name
- Phonetic Pronunciation of Full Name
 - Even if this seems obvious, please write out a phonetic pronunciation. Recipients have their names and biographies read at a banquet in his or her honor next spring, and getting names right is important.
- Email
 - Choose an email that you will be able to monitor without access restrictions. Personal emails tend to be better than school based emails.
- Prefix
- Phone
 - Just as with your email, choose a phone number that you can access without restrictions. Personal numbers are generally better than school numbers.
- Cell Phone
- Address
- Address 2
- City
- Country
- State
- Zip
- What type of school are you associated with?: Public School

Click on the “Validate Profile” button at the bottom to complete your profile, which will allow you to view the application once you return to your home screen in SmartSimple.

Once you verify your profile information, you’ll be able to apply for a Student Excellence Scholarship award. You will need to select “Student Excellence” in the Funding Opportunities window, upper left side of your home screen. That will open an application for you. Once opened and saved, you’ll be able to return to the same application until the deadline for submission, or until you hit “Submit”.

Eligibility

Please answer the two eligibility questions in order to move forward.

The screenshot shows a web application interface for a 'New Grant' application. At the top left is the logo for 'Herb Kohl Educational Foundation, Inc.' with a 'Home' link and a user profile icon labeled 'K' to the right. The main heading is 'New Grant' followed by a sub-heading 'ELIGIBILITY QUESTIONNAIRE'. There are two questions, each marked with a red asterisk. The first question is 'Are you a resident of the state of Wisconsin, USA?' with radio button options for 'Yes' and 'No'. The second question is 'Will you graduate from high school in Wisconsin in 2020?' also with radio button options for 'Yes' and 'No'. At the bottom of the form are two green buttons: 'Save Draft' and 'Submit'.

If you have questions about the eligibility and residency requirement, due to situations like open enrollment, virtual school attendance, citizenship or immigration status*, migrant students, status as an emancipated minor or homelessness, please contact Mark Mueller at the Wisconsin Department of Public Instruction at (608) 266-3945 or mark.mueller@dpi.wi.gov.

*Immigration and citizenship status is not considered as part of determining eligibility. No one will ask you to provide proof of citizenship, and completed applications will be considered regardless of the applicant’s immigration status.

Tabs

The Student Excellence Scholarship application asks you to work your way through using a series of tabs, which you can follow in sequential order, or click through to jump from section to section.

The ten tabs are: General Information; Arts & Humanities; Competitive Activities; Service, Civic and Citizenship; Work & Interests; Scholarship & Transcript; Essay; Recommendation; Demographic Information; and Signature. On each tab are fields to fill out. Just like in the Personal Profile, fields marked with a red asterisk are required.

Each tab, and the information required for each tab, is explained in detail, below.

General Information Tab

The information you entered into your profile, along with some of the information from your nomination, will automatically populate most of the fields on this tab. However, there are some additional fields you must complete to move forward.

The screenshot shows the 'General Information' tab of an application form for the Herb Kohl Educational Foundation. The page header includes the foundation's logo and name, a 'Home' link, a notification bell, and a user profile icon 'K'. A navigation bar on the left has 'Main' and 'Invitations' links. The main content area shows the application ID '2019-13119' and a 'Status: Draft' indicator. A 'Primary Contact' is listed as 'Kohl Student-Test'. Below this is an 'Application Summary' button and a series of tabs: 'GENERAL INFORMATION' (selected), 'ARTS & HUMANITIES', 'COMPETITIVE ACTIVITIES', 'SERVICE, CIVIC, & CITIZENSHIP', 'WORK & INTERESTS', and 'SCHOLARSHIP & TRANSC'. A large informational box contains instructions on how to use the application, including saving data and submitting the application. Below this is the 'Student Contact Information' section, which includes a 'Personal Information' subsection. This section contains fields for Name, Phonetic Pronunciation, Email, Home Address, Phone, Cell, and Type of School. The 'What type of school are you attending?' field is set to 'Public'. The 'Student Date of Birth' field is empty with a calendar icon. At the bottom, there are 'Save Draft' and 'Submit' buttons, and a 'NEXT >' link.

Herb Kohl Educational Foundation, Inc.

Options ▾

1 of 1 < >

Main 2019-13119

Status: Draft

* Primary Contact: Kohl Student-Test

Application Summary

GENERAL INFORMATION ARTS & HUMANITIES COMPETITIVE ACTIVITIES SERVICE, CIVIC, & CITIZENSHIP WORK & INTERESTS SCHOLARSHIP & TRANSC

Use the tabs, above, to navigate through the application. You can also use the "Next" link in the lower right corner of the screen to advance to the next tab, or "Back" on the bottom left to go back one tab. We recommend you hit "Save" frequently, as the application does not automatically save entered data. Some of these tabs also use pop up windows to add information. Please remember to hit "Save" before closing those windows, or you will lose the data you entered. For some of the longer fields, such as essays and other longer responses, you may want to edit your work outside of the application, and copy/paste your response in when you are ready. Your application must include three submitted letters of recommendation in order to submit the application. Review the "Recommendation" tab for further requirements. Once you are done and hit "Submit", you may see error messages that will help you identify any missing required information. If you have successfully filled in all required fields, the application will be submitted and your application will proceed to our Regional Review process.

Note: You will receive a copy of the application, via email, once it has been submitted.

Student Contact Information

Personal Information

Name: Kohl Student-Test
Phonetic Pronunciation: Coal Student Test
Email: kstudenttest@gmail.com
Home Address: 114 S. Calrissian Way , Bespin, WI 50000
Phone: (608) 444-4444
Cell:
Type of School: Public

* What type of school are you attending?: Public

* Student Date of Birth: mm/dd/yyyy

* Certificate of Indian Blood

Save Draft Submit

NEXT >

- What type of school are you attending?: (this should read "Public")
- Student Date of Birth
- Certificate of Indian Blood Status: Y/N
 - If yes, Tribal Nation Affiliation
 - This need not be one of the 11 federally recognized tribal nations of Wisconsin, but applicants must upload and provide supporting documentation of affiliation or eligibility for membership.

School Information

- School (lookup)
- School District Name
- School main office telephone
- Enrollment: Number of students in grades 9-12
- Current Year graduating class size (approximate)

- Public or community service is required for graduation (Y/N)
- Principal's Name
- Principal's Email Address
- Principal's School Phone
- School Counselor's Name
- School Counselor's Email Address
- School Counselor's Phone
- Superintendent's Name
- Superintendent's Email address
- Superintendent's Phone
- School Social Media Presence (Check all that apply; list account names)
- District Social Media Presence (Check all that apply; list account names)

Arts & Humanities Tab

This tab has one subsection to open, and three writing prompts.

The screenshot shows the 'Arts & Humanities' tab selected in the application. The left sidebar has 'Invitations' highlighted. The main content area shows the 'Arts & Humanities' section with a status of 'Draft' and a primary contact of 'Kohl Student-Test'. The 'Arts & Humanities Activities' subsection is active, displaying a prompt to click 'Enter Activities' to indicate participation in arts and humanities activities during high school. A red note states: 'When preparing the application, use **FULL NAMES NOT ACRONYMS** (e.g., use Future Business Leaders of America, not FBLA)'. Below this is a text area for 'Arts and humanities achievements: List awards and recognitions you have received during high school, including leadership experiences, related to your engagement in arts and humanities activities.' with a 250-word limit. A second text area prompts the user to 'Describe what participating in Arts and Humanities activities has meant to you. How have you interacted with or impacted others when participating in these activities?'. Navigation buttons include 'BACK', 'NEXT', 'Save Draft', and 'Submit'.

Prompt: Arts and Humanities Activities

- Click the “Enter Activities” button to open a subsection for this tab:

This screenshot shows the 'Arts & Humanities Activities' subsection. It includes the same red note about using full names instead of acronyms. The 'Enter Activities' button is highlighted. The text area for achievements is visible, and the 'Describe what participating in Arts and Humanities activities has meant to you...' prompt is also present.

- You will see a popup box open that allows you to describe any activities you have taken part in related to arts and humanities.
 - Note: some of these activities may also appear in other sections of the application, such as in “Competitive Activities” for things like music contests or Marching Band. It is acceptable to list them in as many sections as are relevant for telling your story.
- Arts and Humanities Activities has a handy dropdown that covers most activities, but it’s not all-inclusive of every activity offered through the Wisconsin high school experience, so...
- Other Related Activities can be used to address any activity that you don’t see on the list (usually these are specific to a building, district, or region.)

Arts & Humanities Activities

Use the (+) button beneath each section to select your activities and enter the number of years you have been involved with activity within your high school years.

Arts and Humanities Activities

Arts and Humanities Activities	Number of Years of Participation During High School (gr. 9-12)
--Select Activity--	--Select--
+	

Other Related Activities

Other related activities	Number of Years of Participation During High School (gr. 9-12)
	--Select--
+	

Save Clear Close

Constructed Response Prompt:

Arts and humanities achievements: List awards and recognitions you have received during high school, including leadership experiences, related to your engagement in arts and humanities activities.

- You have 250 words to describe your notable awards and recognitions.
- It may help you to tell your story to include notes on why or how these would be viewed as notable achievements or recognitions.

Constructed Response Prompt:

Describe what participating in Arts and Humanities activities has meant to you. How have you interacted with or impacted others when participating in these activities?

- You have 250 words to discuss your impact and interactions.
- Focus on how you have positively impacted others through your thoughts, words, and actions.

Competitive Activities Tab

This tab has one subsection to open, and three writing prompts.

The screenshot shows the 'Competitive Activities' tab in a web application. The header includes the 'Herb Kohl Educational Foundation, Inc.' logo, a 'Main' button, and a navigation bar with tabs: 'GENERAL INFORMATION', 'ARTS & HUMANITIES', 'COMPETITIVE ACTIVITIES' (selected), 'SERVICE, CIVIC, & CITIZENSHIP', 'WORK & INTERESTS', 'SCHOLARSHIP & TRANSCRIPT', 'ESSAY', and 'RECOMMENDATION'. The 'COMPETITIVE ACTIVITIES' section is titled '* Competitive Activities' and contains a prompt: 'Click the Enter Competitive Activities button below to indicate the number of years you have participated in athletic, academic, and artistic competitive activities during your high school years.' Below this is a green button labeled 'Enter Competitive Activities'. A red note states: 'When preparing the application, use FULL NAMES NOT ACRONYMS (e.g., use Future Business Leaders of America, not FBLA)'. The section also includes a text area for 'Competitive activities achievements: List awards and recognitions you have received during high school, including leadership experiences, related to your engagement in competitive activities.' and a '250 words left' indicator. At the bottom, there is a text area for 'Describe what participating in competitive activities has meant to you. How have you interacted with or impacted others when participating in these activities?' and a 'BACK' button.

Prompt: Competitive Activities

- Click the “Enter Competitive Activities” button to open a subsection for this tab:

The screenshot shows the 'Enter Competitive Activities' subsection. It features a green button labeled 'Enter Competitive Activities' and a red note: 'When preparing the application, use FULL NAMES NOT ACRONYMS (e.g., use Future Business Leaders of America, not FBLA)'. Below the button is a text area for describing competitive activities.

- You will see a popup box open that allows you to describe any competitive activities you have taken part in related to athletics, academic, arts and humanities competitive groups.
 - Note: some of these activities may also appear in other sections of the application, such as in “Arts and Humanities Activities” for things like music contests or Marching Band. It is acceptable to list them in as many sections as are relevant for telling your story.
- Competitive Activities has handy dropdowns that covers most activities, but it’s not all-inclusive of every activity offered through the Wisconsin high school experience, so...
- Other Competitive Activities can be used to address any activity that you don’t see on the list (usually these are specific to a building, district, or region.)

Competitive Activities - Google Chrome

hkf.smartsimple.com/s_viewxmlpage.jsp?fieldid=1573514&codedid=AWZyPGdwFkcil3lPHclMSASGQ1wGxo!H2JcU0ZHY1hV&mode=0&isanno=0

Competitive Activities

i Use the (+) button beneath each section to select your activities and enter the number of years you have been involved with each activity within your high school years.

Athletic Activities

Team or Individual Sports	Number of Years of Participation During High School (gr. 9-12)
+	

Academic Activities

Academic Competitive Activities	Number of Years of Participation During High School (gr. 9-12)
+	

Artistic or Creative Activities

Artistic or Creative Activities	Number of Years of Participation During High School (gr. 9-12)
+	

Other Competitive Activities

Other Team or Individual Activity	Number of Years of Participation During High School (gr. 9-12)
+	

Save Clear Close

Constructed Response Prompt:

Competitive Activities Achievements: List awards and recognitions you have received during high school, including leadership experiences, related to your engagement in arts and humanities activities.

- You have 250 words to describe your notable awards and recognitions.
- It may help you to tell your story to include notes on why or how these would be viewed as notable achievements or recognitions.

Constructed Response Prompt:

Describe what participating in Competitive activities has meant to you. How have you interacted with or impacted others when participating in these activities?

- You have 250 words to discuss your impact and interactions.
- Focus on how you have positively impacted others through your thoughts, words, and actions.

Service, Civic, and Citizenship Activities Tab

This tab has one subsection to open, and three writing prompts.

The screenshot shows the application interface for the Herb Kohl Educational Foundation. The top navigation bar includes the logo, 'Main', and 'Invitations'. The main content area displays the application ID '2019-13119' and the status 'Draft'. A primary contact is listed as 'Kohl Student-Test'. The 'SERVICE, CIVIC, & CITIZENSHIP' tab is selected, showing a subsection for 'Service, Civic, and Citizenship Based Activities'. A prompt instructs the user to click 'Enter Competitive Activities' to indicate participation in athletic, academic, and artistic activities. A green button labeled 'Enter Service Activities' is visible. Below this, a red note states: 'When preparing the application, use FULL NAMES NOT ACRONYMS (e.g., use Future Business Leaders of America, not FBLA)'. The main text area is for 'Service, civic, and citizenship based activities achievements: List awards and recognitions you have received during high school, including leadership experiences, related to your engagement in service, civic, and citizenship based activities.' A text box is provided for input, with a '250 words left' indicator. At the bottom, there is a 'Describe what participating in service, civic, and citizenship based activities has meant to you. How have you interacted with or impacted others when participating in these activities?' prompt, a 'BACK' button, and 'Save Draft' and 'Submit' buttons.

Prompt: Service, Civic, and Citizenship activities

- Click the “Enter Service Activities” button to open a subsection for this tab:

This screenshot is a cropped version of the previous one, focusing on the 'Enter Service Activities' button. It shows the top navigation bar, the application ID '2019-13119', the status 'Draft', and the primary contact 'Kohl Student-Test'. The 'SERVICE, CIVIC, & CITIZENSHIP' tab is selected, and the 'Enter Service Activities' button is highlighted. The red note about using full names is also visible.

- You will see a popup box open that allows you to describe any activities you have taken part in related to service, civic engagement, and citizenship.
 - Note: some of these activities may also appear in other sections of the application. It is acceptable to list them in as many sections as are relevant for telling your story.
- Service Activities has handy dropdowns that covers most activities, but it’s not all-inclusive of every activity offered through the Wisconsin high school experience, so...
- Other Activities can be used to address any activity that you don’t see on the list (usually these are specific to a building, district, or region.)

- These activities do not need to be limited to your school. Many people engage in these activities outside of the school day, by engaging with community-based organizations, religious communities, service organizations, or volunteer opportunities.

Service, Civic, and Citizenship Based Activities - Google Chrome

hkf.smartsimple.com/s_viewxmlpage.jsp?fieldid=1753340&codedid=AWZyPGdwFkcil3IfPHclMSASGQ1wGxo!H2JcU0ZHY1hV&mode=...

Service, Civic, and Citizenship Based Activities

Use the (+) button beneath each section to select your activities and enter the number of years you have been involved with each activity within your high school years.

School-based Service, Civic, and Citizenship Based Activities

School-based Service, Civic, and Citizenship Based Activities	Number of Years of Participation During High School (gr. 9-12)
--Select--	--Select--
+	

Non-School-Based Service Activities

Non-School-based Service, Civic, and Citizenship Based Activities	Number of Years of Participation During High School (gr. 9-12)
	--Select--
+	

Constructed Response Prompt:

Service, Civic, and Citizenship Activities Achievements: List awards and recognitions you have received during high school, including leadership experiences, related to your engagement in arts and humanities activities.

- You have 250 words to describe your notable awards and recognitions.
- It may help you to tell your story to include notes on why or how these would be viewed as notable achievements or recognitions.

Constructed Response Prompt:

Describe what participating in Service, Civic, and Citizenship activities has meant to you. How have you interacted with or impacted others when participating in these activities?

- You have 250 words to discuss your impact and interactions.
- Focus on how you have positively impacted others through your thoughts, words, and actions.

Work and Interests Tab

This tab has three writing prompts.

Prompt:

Work Experiences: Describe each of the work experiences you have had, including where you have worked, how long you worked there, what your duties included, and any leadership experiences you had.

- You have 250 words to discuss your work experiences.
- Focus on how you have positively impacted others through your thoughts, words, and actions.

Prompt:

Hobbies, Outside Interests, and Special Talents: Describe your hobbies, your areas of interest (if not already covered in a previous section of the application), and talents you have, including any leadership experiences you have had related to these activities.

- You have 250 words to discuss your outside interests, hobbies, and talents.
- Focus on how you have positively impacted others through your thoughts, words, and actions.

Prompt:

Describe what you have learned from your work experiences, hobbies, outside interests and special talents. Describe what values these skills and experiences have to you and others.

- You have 250 words to discuss your impact and interactions.
- Focus on how you have positively impacted others through your thoughts, words, and actions.

The screenshot shows the 'Work & Interests' tab of the Herb Kohl Educational Foundation application form. The interface includes a top navigation bar with 'Options' and 'Home' links. A left sidebar contains 'Main' and 'Invitations' links. The main content area displays the application ID '2019-13119' and the status 'Draft'. A 'Primary Contact' field shows 'Kohl Student-Test'. Below the navigation tabs, a red warning message states: 'When preparing the application, use FULL NAMES NOT ACRONYMS (e.g., use Future Business Leaders of America, not FBLA)'. The 'Work Experiences' section prompts the user to describe their work experiences, with a text area and a '250 words left' indicator. The 'Hobbies, Outside Interests, and Special Talents' section prompts the user to describe their hobbies and talents, also with a text area and a '250 words left' indicator. The final section prompts the user to describe what they have learned from their experiences and the values these skills and experiences have to them, with a text area. At the bottom, there are 'Save Draft' and 'Submit' buttons, and a 'BACK' link.

Scholarship and Transcript Tab

This section has two prompts, an upload and a constructed response.

Transcript section

Click the green upload button to upload a .pdf copy of your current high school transcript.

- The transcript must be in .PDF format, or it will not upload and save.
- The transcript can be an unofficial copy, as long as it is unaltered before upload, and has the signature of an appropriate school official on it certifying it to be accurate.
- The transcript must be legible and easy to review, even if it has protective devices (ex. watermarks)
- Any inaccurate, falsified, incomplete or altered uploads may render your application ineligible.

The screenshot shows the application interface for the Herb Kohl Educational Foundation. The top navigation bar includes the logo, a home button, and a user profile icon. Below this, a sidebar on the left contains 'Main' and 'Invitations'. The main content area is titled '2019-13119' and shows a 'Draft' status. A green 'Application Summary' button is visible. The 'Scholarship & Transcript' tab is selected, displaying two sections: 'Transcript' with an upload button and 'Transcript Background' with a text area. The text area has a prompt: 'Describe how your transcript helps tell the story of your academic journey, including successes and lessons learned. Address ways you have experienced academic success that can't necessarily be seen by reviewing your transcript document.' A word count at the bottom indicates '250 words left'.

Transcript Background Prompt:

Describe how your transcript helps tell the story of your academic journey, including successes and lessons learned. Address ways you have experienced academic success that can't necessarily be seen by reviewing your transcript document.

- You have 250 words to discuss your impact and interactions.
- Focus on how you have positively impacted others through your thoughts, words, and actions.
- This is a great place to really tell the story of your journey through high school, and how you have prepared to take the next steps into post-secondary education.

Essay Tab

This section has one writing prompt.

Write a personal narrative essay, not to exceed 500 words, that describes your goals in the following areas:

- Future educational pursuits and goals
- Personal life and goals
- Service to your community or society
- Future career goals
- Tell us something about you that we can't learn from anywhere else in the application

The screenshot shows the application interface for the Herb Kohl Educational Foundation. The top navigation bar includes the logo, 'Home', a notification bell, and a user profile icon. Below this, a sidebar on the left contains 'Main' and 'Invitations'. The main content area is titled '2019-13119' and shows the status as 'Draft'. A 'Primary Contact' is listed as 'Kohl Student-Test'. A tabbed interface at the top of the main area includes 'GENERAL INFORMATION', 'ARTS & HUMANITIES', 'COMPETITIVE ACTIVITIES', 'SERVICE, CIVIC, & CITIZENSHIP', 'WORK & INTERESTS', 'SCHOLARSHIP & TRANSCRIPT', 'ESSAY' (which is selected), and 'RECOMMENDATIONS'. Under the 'ESSAY' tab, the heading 'Student Essay Instructions' is followed by the same writing prompt and list of goal areas seen in the text above. A red note states: 'When preparing the application, use FULL NAMES NOT ACRONYMS (e.g., use Future Business Leaders of America, not FBLA)'. Below this is a section for the 'Student Essay' with a large text input area. At the bottom of the page are buttons for '< BACK', 'Save Draft', 'Submit', and 'NEXT >'.

Advice for this section:

- Compose, revise and edit your responses in a word processing program (ex. Google Docs, Microsoft Word) and then copy/paste the final version into your application.
- Proofread your work! Reading it out loud to yourself will help you locate errors.
- Write truthfully and tell your story with humility, but take credit for your actions and the impact of your decisions as a student.
- If you are going to describe an activity that several people collaborated on, specifically address your role in that work, and how your work impacted the outcomes of the group's work together.
- Give real-life examples when you can.
- Consider protecting any specifically identifiable information about others when possible.
- Consider addressing how your context affects your decisions and impact of your words and actions (including things like geographic location, student populations, role and duties, relative affluence of the school and community, and proximity/availability of resources).
 - Consider describing the challenges you have faced, or the barriers you've overcome, in becoming the student you are today.

- Focus on speaking to things like innovation, leadership, impact/results, and equity through your words and actions.
- Consider how the letters of recommendation you request will support and deepen the evidence for the things that you share in your professional reflections.

Recommendation Tab

You will need to secure three (3) letters of recommendation before you can submit your application as complete. You will use the application to invite your recommenders to complete a letter of recommendation form on your behalf. You will be able to see if they have been invited, have accepted and are drafting a letter, have completed their letter, or declined the invitation from within this tab. You will NOT be able to see what they have written or shared about you.

The screenshot shows the 'Recommendation' tab of the Herb Kohl Educational Foundation application. The interface includes a top navigation bar with 'Home', a notification bell, and a user profile icon. A sidebar on the left contains 'Main' and 'Invitations'. The main content area displays the application ID '2019-13119' and the status 'Draft'. A 'Primary Contact' is listed as 'Kohl Student-Test'. A tabbed interface at the top includes 'INVITATION ACTIVITIES', 'SERVICE, CIVIC, & CITIZENSHIP', 'WORK & INTERESTS', 'SCHOLARSHIP & TRANSCRIPT', 'ESSAY', 'RECOMMENDATION' (active), 'DEMOGRAPHIC INFORMATION', and 'SIGNATURE'. The 'RECOMMENDATION' section contains instructions: 'Your application requires the submission of three (3) letters of recommendation from people who can recommend you for this award. Using the 'Invite Recommenders' button below, you will be able to add the contact information for your recommenders. Once invited, and if they accept the invitation, they will be able to submit their letter of recommendation.' A 'Please Note' states: 'You will not be able to submit your application until you have three submitted letters of recommendation from your recommenders.' Below this is an 'Invite Recommenders' button. A table with two columns, 'Invited Contact' and 'Invitation Status', is present, followed by another table with 'Recommender' and 'Letter Status'. Instructions specify that letters should speak to achievements, character, and actions, and should come from three sources: 1. A school-based adult (teachers, coaches, principals, etc.), 2. A person not in the immediate PK-12 school community (employers, family friends, etc.), and 3. A third letter from any source. At the bottom are 'Save Draft' and 'Submit' buttons.

Herb Kohl Educational Foundation, Inc.

Options ▾

1 of 1

Main 2019-13119

Status: Draft

Primary Contact: Kohl Student-Test

Application Summary

INVITATION ACTIVITIES SERVICE, CIVIC, & CITIZENSHIP WORK & INTERESTS SCHOLARSHIP & TRANSCRIPT ESSAY **RECOMMENDATION** DEMOGRAPHIC INFORMATION SIGNATURE

Your application requires the submission of three (3) letters of recommendation from people who can recommend you for this award. Using the 'Invite Recommenders' button below, you will be able to add the contact information for your recommenders. Once invited, and if they accept the invitation, they will be able to submit their letter of recommendation.

Please Note: You will not be able to submit your application until you have three submitted letters of recommendation from your recommenders.

Invite Recommenders

Invited Contact	Invitation Status
-----------------	-------------------

Recommender	Letter Status
-------------	---------------

The letters should speak to your achievements, character, and actions that you have shared as part of this application.

Letters should come from these three (3) sources:

- One letter from a school-based adult you have worked with during high school.
 - Good sources include teachers, coaches, principals, counselors, pupil services staff, and support staff.
- One letter from a person who is not a part of your immediate PK-12 school community, and has not been employed as a staff member in your school district previously or currently.
 - Good sources include employers, family friends, physicians or counselors, public servants, members of religious communities, or service organization leaders.
- One letter, from any source of your choosing, other than from a family member

BACK NEXT

Save Draft Submit

Letters must come from different sources:

- One letter from a school-based adult you have worked with during high school.
 - Good sources include teachers, coaches, principals, counselors, pupil services staff, and support staff.
- One letter from a person who is not a part of your immediate PK-12 school community, and has not been employed as a staff member in your school district previously or currently.
 - Good sources include employers, family friends, physicians or counselors, public servants, members of religious communities, or service organization leaders.
- A third letter, from any source of your choosing, other than from a family member
 - It is acceptable to have a third letter come from a source similar to the ones listed above.

itions Status: Draft * Primary Contact: Kohl Teacher-Test

Invite Recommenders

Add Recommenders
 Use the add button (+) to input contact information for those that will be writing letters of recommendation on your behalf. You must invite three (3) recommenders to submit letters. Once completed, click the Invite button to send an invitation email allowing the invited contact to accept or decline the invitation. The Status column will display the current status of the invitation. Once accepted, the contact will be granted access to submit their letter of recommendation.

You may cancel an invitation using the cancel button alongside the invitee record. If an invited contact declines the invitation, you will need to add an additional recommender to replace them.

Prefix	First Name	Last Name	Email	Role	Status
+					

Save Invite

The letters should speak to your achievements, character, and actions that you have shared as part of this application.

Recommender statuses:

Once you invite a person to recommend you, their status will change to “Invited”. They will receive an email with an invitation to “Accept” or “Decline” the invitation to submit a letter. Once they respond, their status will update to whichever option they chose (“Accepted” or “Declined”).

Once their letter has been submitted, their recommender status will change to “Submitted” in your application.

If someone declines, or is generally unresponsive, you can also “Cancel Invite” using the green button with an “X” on it in the Invite Recommender submenu, and then you can add another recommender. **You must have all 3 recommendations submitted before you can submit your application.**

Advice for this section:

- Actively manage your invitations and completion of letters of recommendation!
 - A packet will not be considered if it has fewer than the three required letters of recommendation.
 - No extensions of time will be granted to applicants or recommenders. Please plan accordingly.
- Consider being strategic in your invitations, and clear in what you hope a recommender can speak to about your activities, leadership and the impact of your words and actions.
- Reach out to recommenders personally before you invite them using the SmartSimple platform, so they know to look out for the request. This also allows you to decide whether or not they might be a good reference for you.
- Encourage recommenders to give evidence and examples in their recommendations.
- Letters written in a language other than English will be shown to reviewers in the language in which they were written, to preserve as much of the authentic word selection and intent of the writing as possible. However, English translations will also be made available to reviewers. We will use commonly available services (ex. Google Translate) unless a recommender is able to provide a translation. Please contact Mark Mueller at DPI at 608-266-3945 with any questions on this provision.

Demographic Information Tab

The following information is not part of the scoring or selection process, nor will it be considered as eligibility criteria. It is confidential, and will not be revealed to anyone outside of the Herb Kohl Educational Foundation. This data helps the Herb Kohl Educational Foundation understand the impact the awards program is making on students, families, educators, and administrators throughout Wisconsin. You may choose to answer as many of the following three questions as you feel comfortable answering.

- Household Income (dropdown menu of choices)
- Race (Check all that apply)
- School Context (Check all that apply)

Optional Demographic Personal Information

The following information is **not part of the scoring or selection process, nor will it be considered as eligibility criteria.** It is confidential, and will not be revealed to anyone outside of the Herb Kohl Educational Foundation. This data helps the Herb Kohl Educational Foundation understand the impact the awards program is making on students, families, educators, and administrators throughout Wisconsin. You may choose to answer as many of the following three questions as you feel comfortable answering.

Household Income

Please select one

--Select One--

Race

Check all that apply

☐ White (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.)

☐ Black/African American (A person having origins in any of the Black racial groups of Africa.)

☐ Hispanic or Latino/a

☐ American Indian/Alaska Native/Native American (A person having origins in any of the original peoples of North and South America [including Central America], and who maintains tribal affiliation or community attachment.)

☐ Asian/Indian Subcontinent (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)

☐ Hawaiian or Other Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Isl.)

< BACK

NEXT >

Save Draft

Submit

Signature Tab

Once you have completed the application, have filled in content for all required fields, and received back three letters of recommendation, you will be able to submit your application for consideration at the Regional level.

- Applicant Signature (You must type your full name in the field)
- Application Date Signed

The screenshot shows the 'Signature' tab of the application interface. The top navigation bar includes the Herb Kohl Educational Foundation logo, a 'Home' link, a notification bell, and a user profile icon. Below the navigation bar, the application ID '2019-13119' is displayed. The status is 'Draft', and the primary contact is 'Kohl Student-Test'. A green 'Application Summary' button is visible. The main content area features a declaration: 'I attest that all of the information contained in this application is accurate and true as of the date and time of submission, and certify that the essay responses submitted are my own work.' Below this, there are two required fields: '* Applicant Signature:' and '* Applicant Date Signed:'. The date field has a placeholder 'mm/dd/yyyy' and a calendar icon. At the bottom, there are 'Save Draft' and 'Submit' buttons. The left sidebar shows a menu with 'Main' and 'Invitations' options.

Submitting your Application

Click "Submit" at the bottom of the Signature tab to send it in for consideration. If there are any required fields left empty or letters of recommendation missing, you will receive error messages with links to click that will take you directly to the error.

Once you submit, you cannot re-open your application for editing.

The deadline for 2020 Student Excellence Scholarship Applications to be submitted is Tuesday, November 5, 2019, at 5:00 p.m.

Questions

If you have any questions, please contact either of the following people to help you:

Mark Mueller, Wisconsin Department of Public Instruction, (608) 266-3945, mark.mueller@dpi.wi.gov

Kim Marggraf, Herb Kohl Educational Foundation, (920) 457-1727, marggraf@excel.net

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