

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 honor 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 to 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/religiousindependent/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 of your full name. Recipients often have their names and biographies read at award events, and getting your name right is important to us.
- Email
 - Choose an email that you will be able to monitor without access restrictions, and one that you will have after high school. 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
- Home 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'. At the top left is the logo for 'Excel Net Educational Foundation, Inc.' and at the top right are 'Home', a notification bell, and a user profile icon. The main heading is 'New Grant'. Below it is the section 'ELIGIBILITY QUESTIONNAIRE'. There are two questions, each with radio button options for 'Yes' and 'No':

- * Are you a resident of the state of Wisconsin, USA?
 Yes
 No
- * Will you graduate from high school in Wisconsin in 2020?
 Yes
 No

At the bottom of the form are two buttons: 'Save Draft' and 'Submit'.

If you have questions about the eligibility and residency requirement, due to situations like open enrollment, virtual school attendance, migrant students, status as an emancipated minor or homelessness, please contact Kim Marggraf at (920) 457-1727 or via email at marggraf@excel.net.

Tabs

The Student Excellence Scholarship application asks you to work your way through using a series of ten (10) 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 as 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 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 '2019-13119' application form for Herb Kohl Education Foundation, Inc. The status is 'Draft' and the primary contact is 'Kohl Student-Test'. The 'GENERAL INFORMATION' tab is selected, showing a navigation bar with tabs for 'GENERAL INFORMATION', 'ARTS & HUMANITIES', 'COMPETITIVE ACTIVITIES', 'SERVICE, CIVIC, & CITIZENSHIP', 'WORK & INTERESTS', and 'SCHOLARSHIP & TRANS'. A large informational message is displayed, explaining the application process and the need to save frequently. Below this, the 'Student Contact Information' section is visible, containing 'Personal Information' fields: Name (Kohl Student-Test), Phonetic Pronunciation (Kohl Student Test), Email (kstudenttest@gmail.com), Home Address (114 S. Calhoun Way, Bespin, WI 53000), Phone ((608) 444-4444), Cell, and Type of School (Public). There are also dropdown menus for 'What type of school are you attending?' (set to Public) and 'Student Date of Birth' (mm/dd/yyyy). A 'Certificate of Indian Blood' section is partially visible at the bottom. 'Save Draft' and 'Submit' buttons are at the bottom right.

- 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 for any tribal nation.

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 in a web application. The page title is '2019-13119'. The status is 'Draft'. The primary contact is 'Kohl Student-Test'. The page has a navigation menu with 'GENERAL INFORMATION', 'ARTS & HUMANITIES', 'COMPETITIVE ACTIVITIES', 'SERVICE, CIVIC, & CITIZENSHIP', 'WORK & INTERESTS', and 'SCHOLARSHIP'. The 'Arts & Humanities Activities' section is active. It contains a prompt: 'Click the Enter Activities button below to indicate the number of years you have participated in Arts and Humanities related activities during your high school years.' Below this is a green 'Enter Activities' button. 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 section also includes 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.' Below this is another text area with a '250 words left' indicator. At the bottom, there are 'BACK' and 'NEXT' navigation buttons, and 'Save Draft' and 'Submit' buttons.

Prompt: Arts and Humanities Activities

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

This is a close-up screenshot of the 'Arts & Humanities Activities' section. It shows the prompt: 'Click the Enter Activities button below to indicate the number of years you have participated in Arts and Humanities related activities during your high school years.' Below this is a green 'Enter Activities' button. 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 section also includes 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.' Below this is another text area with a '250 words left' indicator. At the bottom, there are 'BACK' and 'NEXT' navigation buttons, and 'Save Draft' and 'Submit' buttons.

- You will see a pop up 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.)

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- -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. Readers don't always have local knowledge of awards named for specific people (usually locals or alumni.)

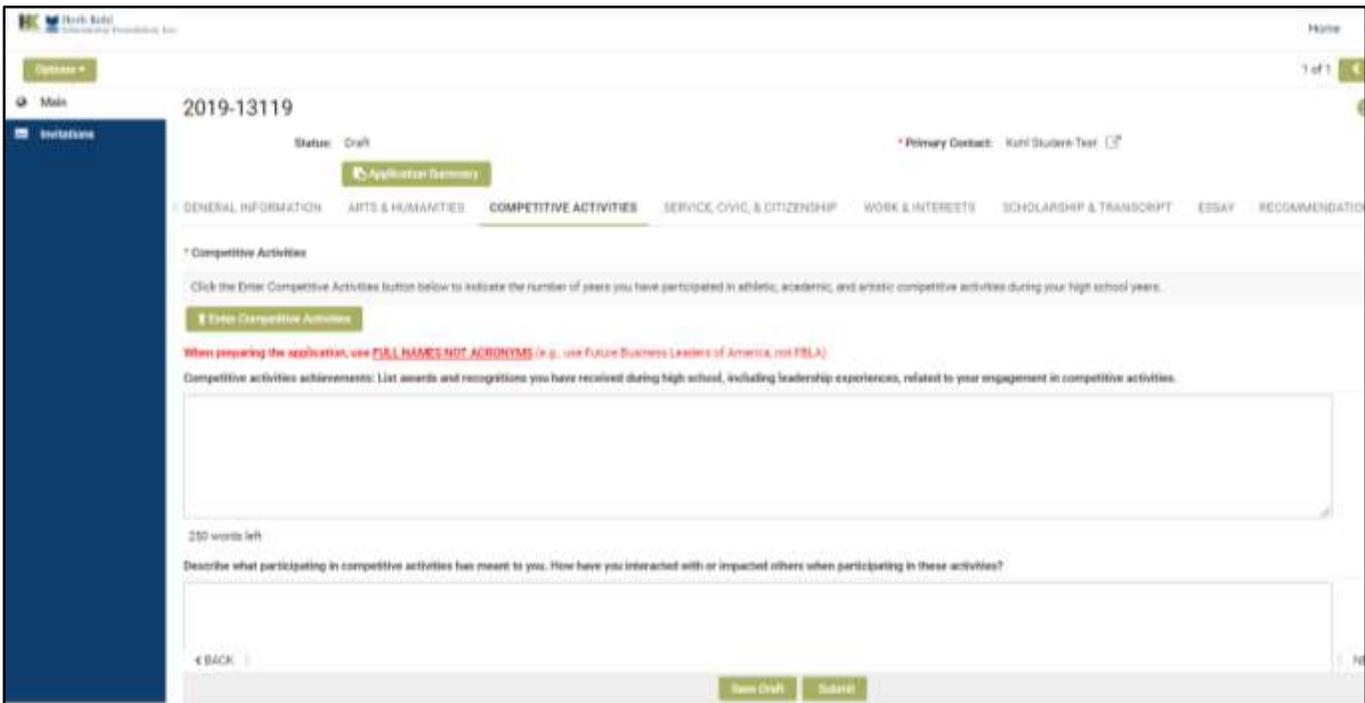
Constructed Response Prompt:

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 application interface for the year 2019-13119. The status is 'Draft' and the primary contact is 'Karl Student-Test'. The 'COMPETITIVE ACTIVITIES' tab is selected in the navigation menu. Below the navigation, there is a section titled 'Competitive Activities' with a sub-header 'Enter Competitive Activities'. A prompt asks the user to click the 'Enter Competitive Activities' button to indicate the number of years of participation. A red warning message 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 'Competitive activities achievements: List awards and recognitions you have received during high school, including leadership experiences, related to your engagement in competitive activities.' A '250 words left' indicator is present. A second prompt asks: 'Describe what participating in competitive activities has meant to you. How have you interacted with or impacted others when participating in these activities?'. At the bottom, there are 'BACK', 'Save Draft', and 'Submit' buttons.

Prompt: Competitive Activities

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



This screenshot shows a close-up of the 'Competitive Activities' section. It includes the sub-header 'Enter Competitive Activities', the instruction to click the button to indicate participation years, and the red warning message: 'When preparing the application, use FULL NAMES NOT ACRONYMS (e.g., use Future Business Leaders of America, not FBLA)'. The 'Enter Competitive Activities' button is highlighted.

- You will see a pop up box open that allows you to describe any competitive activities in which you have participated, 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=AWZyPGdwFkcil3lFPHclMSASGQ1wGxo!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)
<input data-bbox="138 485 168 514" type="button" value="+"/>	

Academic Activities

Academic Competitive Activities	Number of Years of Participation During High School (gr. 9-12)
<input data-bbox="138 659 168 688" type="button" value="+"/>	

Artistic or Creative Activities

Artistic or Creative Activities	Number of Years of Participation During High School (gr. 9-12)
<input data-bbox="138 835 168 865" type="button" value="+"/>	

Other Competitive Activities

Other Team or Individual Activity	Number of Years of Participation During High School (gr. 9-12)
<input data-bbox="138 1010 168 1039" type="button" value="+"/>	

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. Readers don't always have local knowledge of awards named for specific people (usually locals or alumni.)

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 form for the 'Service, Civic, and Citizenship' tab. The form is titled '2019-13119' and has a status of 'Draft'. The primary contact is 'Kohl Student-Test'. The form is divided into several sections: 'GENERAL INFORMATION', 'ARTS & HUMANITIES', 'COMPETITIVE ACTIVITIES', 'SERVICE, CIVIC, & CITIZENSHIP', 'WORK & INTERESTS', 'SCHOLARSHIP & TRANSCRIPT', 'ESSAY', and 'RECOMMENDATION'. The 'SERVICE, CIVIC, & CITIZENSHIP' section is currently selected. It contains a subsection titled '* Service, Civic, and Citizenship Based Activities'. Below this, there is 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.' There is a button labeled 'Enter Service Activities'. Below this, there is a red warning: 'When preparing the application, use FULL NAMES NOT ACRONYMS (e.g., use Future Business Leaders of America, not FBLA)'. The main writing area is titled '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.' Below this is a large text input field with a '250 words left' indicator. At the bottom of the form, there are 'BACK' and 'NEXT' buttons, and a 'Save Draft' button.

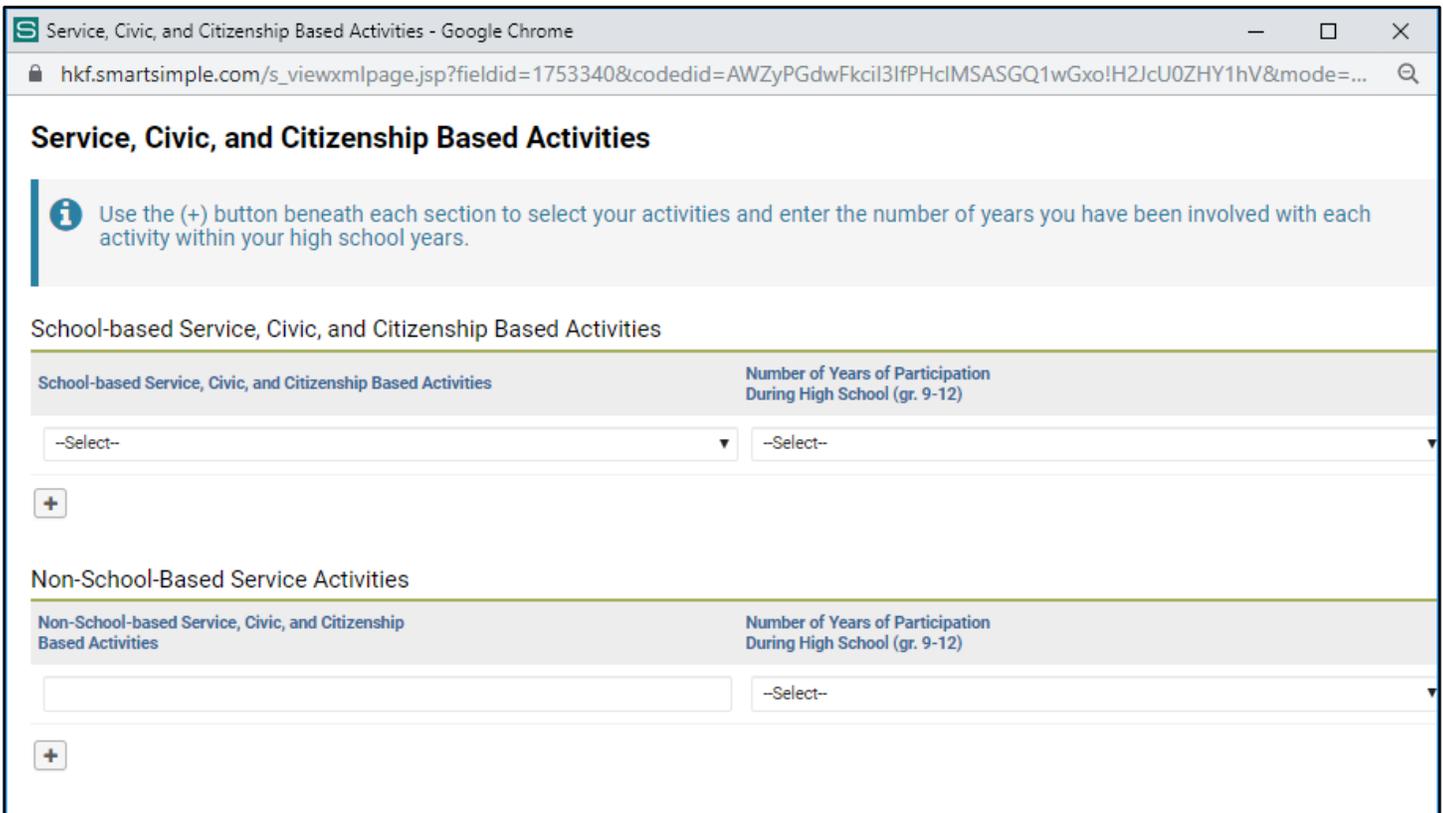
Prompt: Service, Civic, and Citizenship activities

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

This screenshot is identical to the one above, but with the 'Enter Service Activities' button highlighted in green, indicating it is the focus of the instruction.

- You will see a pop up 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

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. Readers don't always have local knowledge of awards named for specific people (usually locals or alumni.)

Constructed Response Prompt:

Describe what participating in Service, Civic, and Citizenship activities has meant to you. How have you positively 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 a web application interface for a student's profile. The user is logged in as 'Emily Kati'. The profile ID is '2019-13119'. The status is 'Draft'. The primary contact is 'Acad Student Test'. The 'Work & Interests' tab is selected, showing three writing prompts, each with a 250-word limit. The prompts are: 1. '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.' 2. '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.' 3. '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.' The interface includes a navigation menu on the left, a top navigation bar with tabs for 'GENERAL INFORMATION', 'ARTS & HUMANITIES', 'COMPETITIVE ACTIVITIES', 'SERVICE, CIVIC & CITIZENSHIP', 'WORK & INTERESTS', 'SCHOLARSHIP & TRANSCRIPT', 'ESSAY', 'RECOMMENDATION', and 'BIOGRAPHIC INFORMATION'. A warning message states: 'When preparing the application, use FULL NAMES (NOT ACRONYMS) - e.g., use Future Business Leaders of America, not FBLA.' At the bottom, there are 'Save Draft' and 'Submit' buttons.

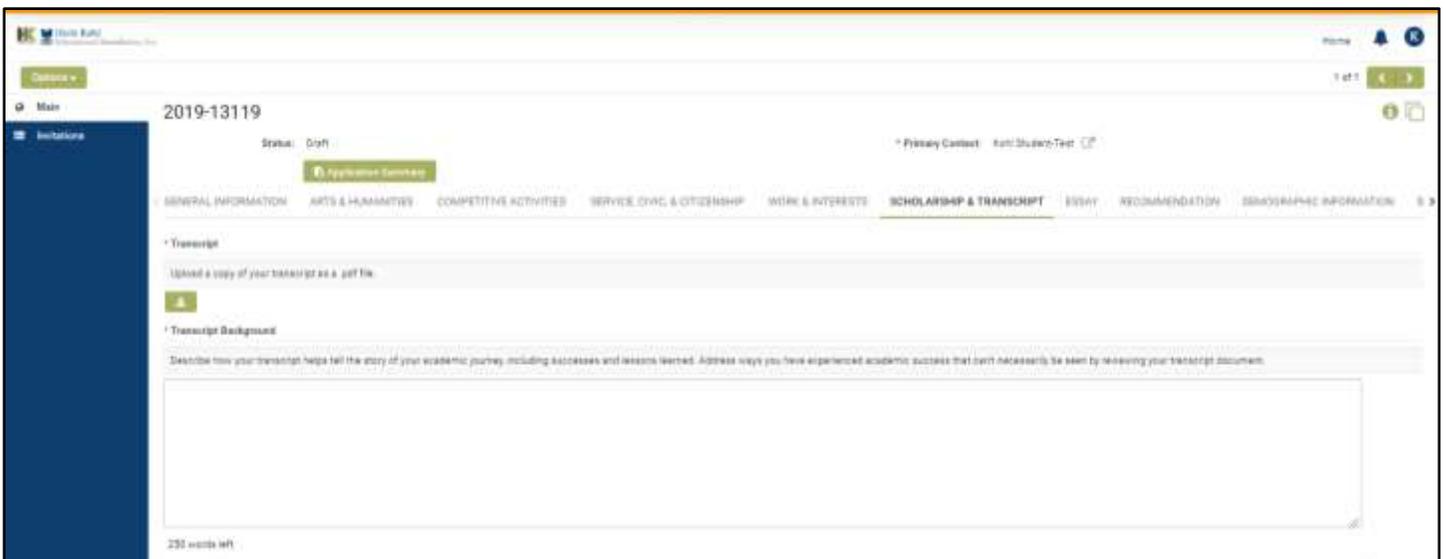
Scholarship and Transcript Tab

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 a web application interface for a scholarship application. The top navigation bar includes a 'Main' menu and a '2019-13119' identifier. Below the navigation, there are tabs for 'GENERAL INFORMATION', 'ARTS & HUMANITIES', 'COMPETITIVE ACTIVITIES', 'SERVICE, CIVIC & CITIZENSHIP', 'WORK & INTERESTS', 'SCHOLARSHIP & TRANSCRIPT', 'ESSAY', 'RECOMMENDATION', and 'BIOGRAPHIC INFORMATION'. The 'SCHOLARSHIP & TRANSCRIPT' tab is active. Under this tab, there are two sections: 'Transcript' and 'Transcript Background'. The 'Transcript' section has a prompt: 'Upload a copy of your transcript as a .pdf file.' and a green upload button. The 'Transcript Background' section 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.' and a large text input area with a '250 words left' indicator.

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.

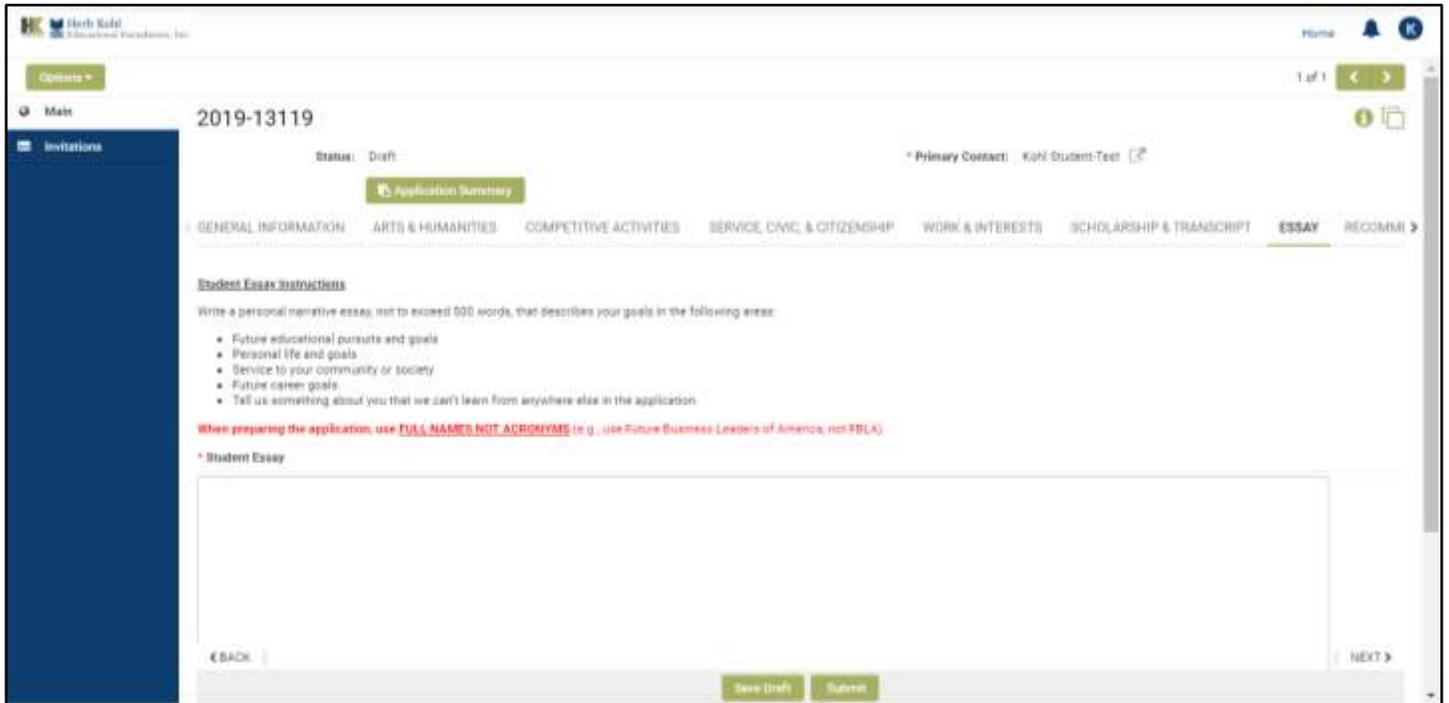
- You have 250 words to discuss your impact and interactions.
- Focus on how you have positively impacted others through your thoughts, words, and actions.
- This is a great place to really tell the story of your journey through high school, and how you have prepared to take the next steps into post-secondary education. It is not necessary to have a “perfect” transcript (ex. a 4.0 on a 4.0 scale) to be eligible. This is the best section to describe any challenges and how you overcame them or what you learned from them.

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 a web application interface for a student application. The top navigation bar includes the logo for 'Herb Seld Educational Partners, Inc.', a 'Home' link, and a user profile icon. Below the navigation bar, there's a 'Main' section with the application ID '2019-13119' and a 'Status: Draft' indicator. A 'Primary Contact: KJH Student-Test' is also listed. The main content area is titled 'Application Summary' and features a horizontal menu with tabs for 'GENERAL INFORMATION', 'ARTS & HUMANITIES', 'COMPETITIVE ACTIVITIES', 'SERVICE, CIVIC, & CITIZENSHIP', 'WORK & INTERESTS', 'SCHOLARSHIP & TRANSCRIPT', 'ESSAY', and 'RECOMM'. The 'ESSAY' tab is currently selected. Underneath, the 'Student Essay Instructions' are displayed, including the same writing prompt and bullet points seen in the text above. A red warning message states: 'When preparing the application, use FULL NAMES NOT ACRONYMS (e.g., use Future Business Leaders of America, not FBLA)'. Below the instructions is a large text input area for the 'Student Essay'. At the bottom of the page, there are 'BACK' and 'NEXT' navigation buttons, along with 'Save Draft' and 'Submit' buttons.

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 in the state; relative affluence of the school and community; and proximity/availability of opportunities and resources, such as being near a college or university).
 - 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 essay.

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.

2019-13119

Status: Draft

Primary Contact: Kohl Student-Tee

Application Summary

ACTIVE 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:

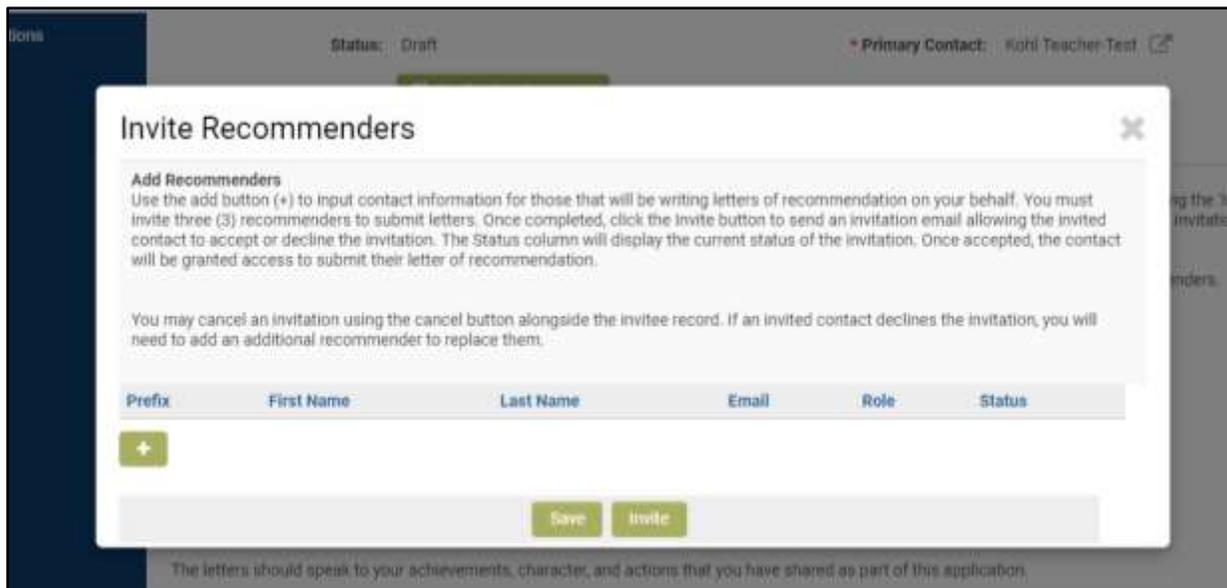
- One letter from a school-based adult you have worked with during high school.
 - Good sources include teachers, coaches, principals, counselors, pupil services staff, and support staff.
- One letter from a person who is not a part of your immediate PK-12 school community, and has not been employed 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.

BACK | Let from any source of your choosing, other than from a family member

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.



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.

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.
 - Check in with the people you have asked to write you letters often. If they did not receive the invitation, don’t wait until the end of the application period to try to solve that problem.
 - No extensions of time will be granted to applicants or recommenders. Please plan accordingly.
 - The most common error made by applicants is entering incorrect email addresses for their recommenders. Please check addresses carefully.
- 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 Kim Marggraf at (920) 457-1727 or via email at marggraf@excel.net.

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.)

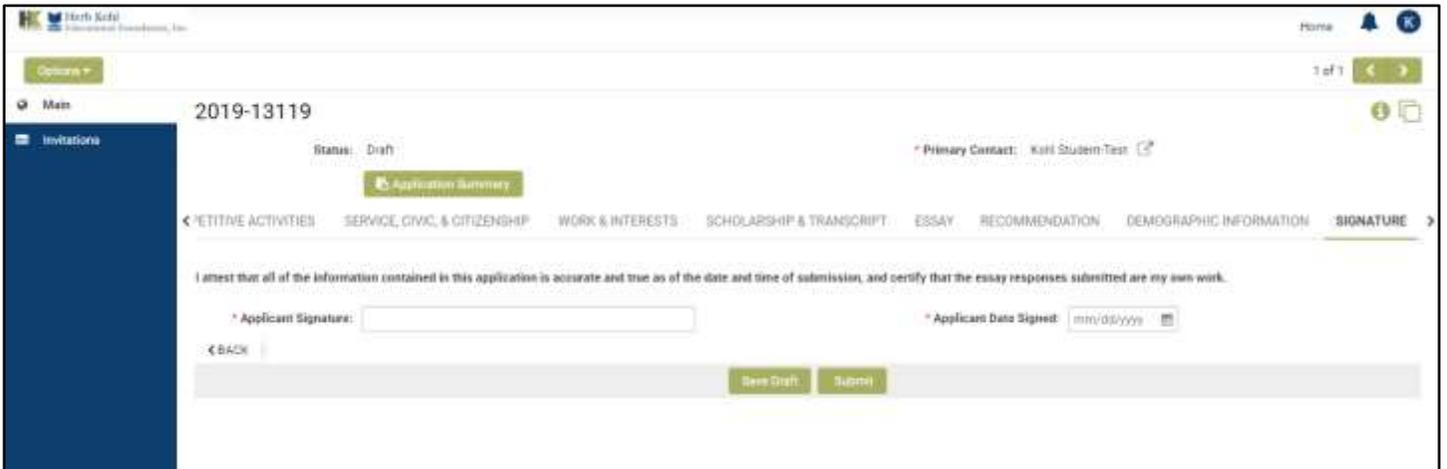
◀ BACK NEXT ▶

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

A screenshot of a web application interface for the Herb Kohl Educational Foundation. The page is titled "2019-13119" and shows a navigation menu with tabs for "Invitations", "Application Summary", "Competitive Activities", "Service, Civic, & Citizenship", "Work & Interests", "Scholarship & Transcript", "Essay", "Recommendation", "Demographic Information", and "Signature". The "Signature" tab is currently selected. Below the navigation, there is a statement: "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 statement, there are two input fields: "Applicant Signature:" and "Applicant Date Signed:". The "Applicant Date Signed" field has a date picker icon. At the bottom of the form, there are two buttons: "Save Draft" and "Submit".

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 submitting the Student Excellence Scholarship Applications to be submitted is listed on the Herb Kohl Educational Foundation website. Late applications will not be considered, even if the reason that it is late is not the applicant's fault.

Questions

If you have any questions, please contact Kim Marggraf, Herb Kohl Educational Foundation, (920) 457-1727, marggraf@excel.net.

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