

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

Congratulations on reaching your senior year of high school! Please use these instructions as a guide for completing your Student Initiative Scholarship form.

The awardee will receive an email notifying them of an account set up in SmartSimple. The email is from contact@herbkohlphilanthropies.org and the title of the message is Welcome: Herb Kohl Educational Foundation User information. They need to login in using the link and temporary password provided.

Welcome to Herb Kohl Philanthropies

Herb Kohl Philanthropies and the Herb Kohl Educational Foundation are dedicated to serving our partners and applicants efficiently and effectively. Welcome to our online application system. This portal is where you can submit, track and manage your requests. We hope our process and website are responsive to you. If you have questions about Herb Kohl Educational Foundation student scholarships, teacher fellowships or principal leadership awards, call 920-457-1727. For assistance with grant applications for Herb Kohl Philanthropies, please call 414-271-6600. Thank you for your interest in Herb Kohl Philanthropies.

New to the system?

To apply for a Student Scholarship Award click the button below.

Apply Now

To nominate someone for a Principal Leadership or Teacher Fellowship Award click the button below.

Nominate Now

To register for a Charities, Learning Journey, or Philanthropy Award click the button below.

Register Now

Login

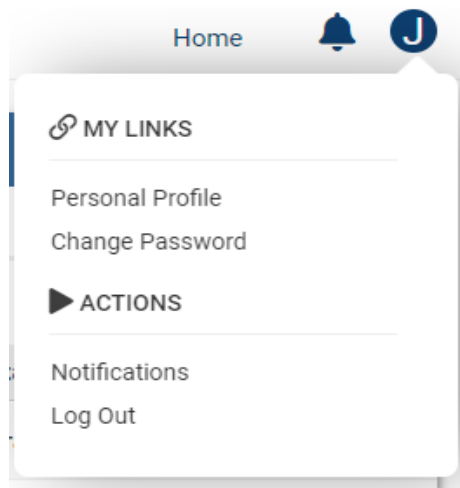
<input type="text"/>	 Email
<input type="password"/>	 Password

Log In

Having trouble logging in? Please click [Forgot Password](#) to request a new temporary password with your user email address.

To go back to our website [click here](#)

Next, you need to complete a Personal Profile. Each item with a red asterisk is mandatory field. Access this section using the following on the Main Screen.



This Click on the “Validate Profile” button once you have entered all information. Click on Home to access your application. Click on the Green Open button.

#	Grant Type	Primary Contact	Created Date	Modified Date	Status	
1	Initiative Scholarship	Joe Cool	02/02/2023 01:50PM	02/02/2023 01:57PM	Draft	Open


The Student Initiative Scholarship form asks you to work your way through 10 tabs, which you can follow in sequential order, or click through to jump from section to section. To avoid losing any information, be sure to click the button for “Save Draft” when leaving any section.

General Information

The information you entered in your profile will automatically complete most of the fields in this section. However, there are some additional fields you must complete to move forward.

- Under “What type of school are you attending?”, select the option for Public School, then select your date of birth.
- If you select “Yes” under Certificate of Indian Blood Status, answer with your Tribal Nation Affiliation and upload a copy of either your Certificate of Indian Blood or your tribal affiliation card. Please note this is not limited to the 11 federally recognized tribal nations of Wisconsin, but applicants must upload and provide supporting documentation of affiliation or eligibility for membership of any tribal nation.

Type of School:

- * **What type of school are you attending?:** Public 
 Private
 Homeschool

* **Student Date of Birth:** 


* **Certificate of Indian Blood Status:**

Applicants from Wisconsin's First Nations or indigenous persons living in Wisconsin may identify tribal affiliation or American Indian heritage. Checking either "yes" or "no" neither preferences nor disqualifies a candidate for an award.

- Yes
 No

- **Save Draft for School Names to appear.**
- Fill in the "School Information" section.

▼ **School Information**

* **School Name Lookup:** 

* **School main office telephone :**

* **Enrollment: Number of students in school, grades 9-12:**

* **Current year graduating class size (approximate):**

* **Public or community service is a graduation requirement?:** Yes
 No

* **Principal's Name:**

* **Principal's Email Address:**

Note: Your principal will receive a copy of your submitted application.

Arts & Humanities, Competitive Activities, and Service, Civic, & Citizenship

Each of the next three sections contain one subsection to open, and two writing prompts.

ARTS & HUMANITIES

COMPETITIVE ACTIVITIES

SERVICE, CIVIC, & CITIZENSHIP

Subsections:

- For each section, you must click the “Enter Activities” button. This will open a pop-up tab that allows you to state any activities you have taken part in and how long you’ve taken part in them, related to Arts & Humanities, Competitive Activities, and Service, Civic, & Citizenship.

* Arts & Humanities Activities

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.

Enter Activities

- Each has a drop-down menu that should cover most activities.
- “Other Related Activities” can be used to address any activity you don’t see on the provided list.
- Please note that it is acceptable to list your activities in as many sections as are relevant for telling your story.
 - For example: activities such as Marching Band may be relevant in both Arts & Humanities and Competitive Activities, and it is acceptable to list it in both sections.
- **Please note that there is an option for Not Applicable for any Activity that does not apply to you.**

Writing Prompts:

- The first prompt asks you to list awards and recognitions you have received during high school, in relation to the section you’re working on.
 - You have 250 words to describe them.
- The second prompt asks you to describe what participating in the activities related to this section has meant to you, and how you’ve impacted others during your participation.
 - You have 250 words to discuss.
 - Focus on how you’ve positively impacted others through your thoughts, words, and actions.

Work and Interests

This section has three writing prompts.

When preparing the application, use FULL NAMES NOT ACRONYMS (e.g., use Future Business Leaders of America, not FBLA)

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.

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.

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 prompts ask you first to describe your work experiences, then your outside hobbies, interests, and talents, and finally what you've learned and gained from each.
 - In each prompt, you have 250 words to discuss.
 - Focus on how you have positively impacted others through your thoughts, words, and actions in situations relevant to each topic.

Scholarship and Transcript

This section contains an upload and a writing prompt.

* Transcript

Upload a copy of your transcript as a .pdf file.



Transcript Upload

- Click the green “Upload” button to upload a copy of your 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.

Transcript Background Writing Prompt

* Transcript Background

- This prompt asks you to tell the story of your academic journey, and address ways you have experienced academic success that can't necessarily be seen by reviewing your transcript.
 - You have 250 words to discuss.
 - 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. This is the best section to describe any challenges, how you overcame them, and what you learned from them.

Essay

This section has one writing prompt.

Student Essay Instructions

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

When preparing the application, use FULL NAMES NOT ACRONYMS (e.g., use Future Business Leaders of America, not FBLA)

* Student Essay

This section asks you to write a personal narrative essay, in no more than 500 words, that describes your goals in your personal life, educational pursuits, and future career.

Advice for this section:

- Compose, revise, and edit your responses in a separate document (ex. Google Docs, Microsoft Word, etc.) 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 decision and impact of your words and actions (including things like geographic location in the state, relative affluence of your school and community, and proximity/availability of opportunities and resources).
- Consider describing the challenges you have faced, or barriers you have overcome, in becoming the student you are today.
- Focus on subjects like innovation, leadership, impact/results, and equity through your words and actions.

Recommendation

You will need to secure 1 letter of recommendation before you can submit your application as complete. Please contact the principal or counselor who notified you of this award to identify your recommender. You will NOT be able to see what they have written or shared about you.

Invite Recommenders

The instructions identify the one recommender needed to complete this item.

Complete all the required information. (Email, Role, and Status are not displayed on this screenshot)

Prefix	First Name	Last Name
+		
		Save Invite

Once you have invited 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 have responded, their status will update to whichever option they have chosen, either

“Accepted” or “Declined.” Once their letter has been submitted, their recommender status will change to “Submitted.”

Advice for this section:

The most common error made by applicants is entering incorrect email addresses for their recommenders. Please check addresses carefully.

Optional Demographic Information

The following information 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 3 questions as you feel comfortable answering: Household Income, Race, School Context.

Signature and Submission

Once you have completed the form you need to submit.

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.

* Applicant Signature:

* Applicant Date Signed: 

[← BACK](#)

Save Draft

Submit

Delete

After providing a signature and date, click “Submit” at the bottom of the Signature section. If there are any required fields left empty or recommendation letter missing, you will receive an error message with links that take you directly to the error. Once you submit, you cannot re-open your application for editing, so make sure to look over your work carefully.

Questions

Please contact Herb Kohl Educational Foundation at (414) 224-5214 or via email at contact@herbkohlphilanthropies.org with any further questions.

The Herb Kohl Educational Foundation, and program co-sponsors, Association of Wisconsin School Administrators, Cooperative Educational Service Agencies, Wisconsin Department of Public Instruction, Wisconsin Newspaper Association, and Wisconsin Parents Association, do not discriminate against any student, teacher, or principal award applicant on the basis of age,

color, disability, gender, gender identity of expression, genetic information, marital status, military status, national or ethnic origin, pregnancy or parenting status, political belief or affiliation, race, religion, sex, or sexual orientation in the administration of the foundation's educational programs and activities.