Stillwater Area
High School
&
St. Croix Valley ALC

COMMUNITY SCHOLARSHIP HANDBOOK

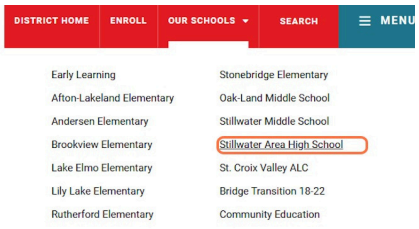
1
REVIEW SCHOLARSHIPS

Scan the QR Code to access the 2026 Community Scholarship List or find it on the College and Career Webpage

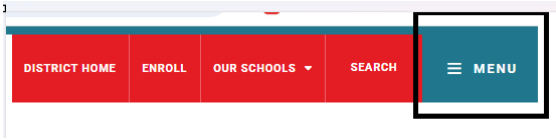
- Print and Review the list. Look through the scholarships to find scholarships you are eligible for and interested in applying to.
- Make sure to circle or highlight the scholarships you plan to apply for.
- Understand the requirements and make note of additional materials or essays that you will need to include with your final submission.

Print and Review the Scholarship List

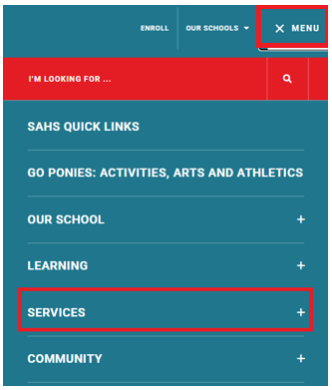
STEP 1
Starting at the Stillwater Area High School Website



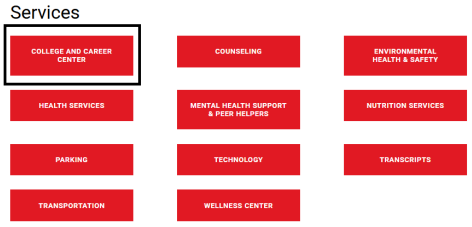
STEP 2
Click on MENU



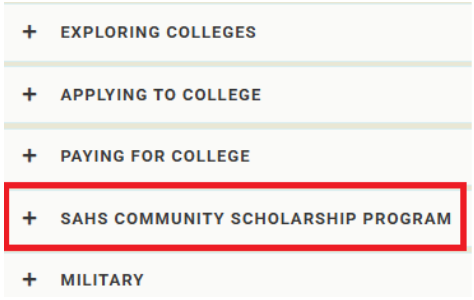
STEP 3 - Select SERVICES



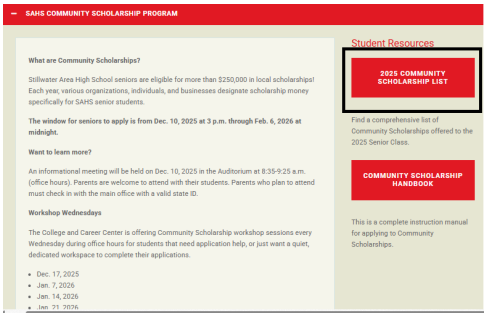
STEP 4 -Select COLLEGE AND CAREER CENTER



STEP 5
Select SAHS COMMUNITY SCHOLARSHIPS PROGRAM

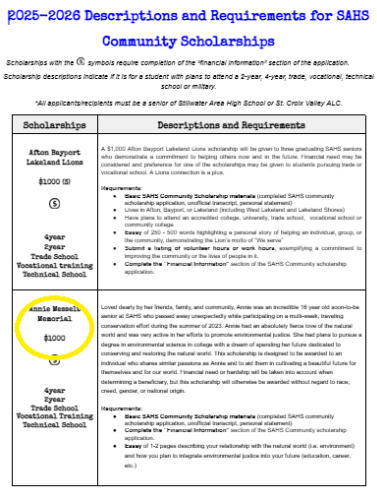


STEP 6
Under Student Resources select Community Scholarship List



STEP 7
Print and Review the list

- **Print the scholarship list if you are able.**
- **Review the list to find scholarships that are a good fit for you**
- **Mark/highlight/circle them**


2025–2026 Descriptions and Requirements for SAHS Community Scholarships

Scholarships with the Ⓢ symbols require completion of the "financial information" section of the application.
Scholarship descriptions indicate if it is for a student with plans to attend a 2-year, 4-year, trade, vocational, technical school or military.

*All applicants/recipients must be a senior of Stillwater Area High School or St. Croix Valley ALC.

Scholarships	Descriptions and Requirements
Afton Bayport Lakeland Lions $1000 Ⓢ 4year 2year Trade School Vocational training Technical School	A $1,000 Afton Bayport Lakeland Lions scholarship will be given to three graduating SAHS seniors who demonstrate a commitment to helping others now and in the future. Financial need may be considered and preference for one of the scholarships may be given to students pursuing trade or vocational school. A Lions connection is a plus. Requirements: • Basic SAHS Community Scholarship materials (completed SAHS community scholarship application, unofficial transcript, personal statement) • Lives in Afton, Bayport, or Lakeland (including West Lakeland and Lakeland Shores) • Have plans to attend an accredited college, university, trade school, vocational school or community college • Essay of 250 - 500 words highlighting a personal story of helping an individual, group, or the community, demonstrating the Lion's motto of "We serve" • Submit a listing of volunteer hours or work hours, exemplifying a commitment to improving the community or the lives of people in it. • Complete the "Financial Information" section of the SAHS Community scholarship application.
Annie Mesech Memorial $1000 Ⓢ 4year 2year Trade School Vocational Training Technical School	Loved dearly by her friends, family, and community, Annie was an incredible 16 year old soon-to-be senior at SAHS who passed away unexpectedly while participating on a multi-week, traveling conservation effort during the summer of 2023. Annie had an absolutely fierce love of the natural world and was very active in her efforts to promote environmental justice. She had plans to pursue a degree in environmental science in college with a dream of spending her future dedicated to conserving and restoring the natural world. This scholarship is designed to be awarded to an individual who shares similar passions as Annie and to aid them in cultivating a beautiful future for themselves and for our world. Financial need or hardship will be taken into account when determining a beneficiary, but this scholarship will otherwise be awarded without regard to race, creed, gender, or national origin. Requirements: • Basic SAHS Community Scholarship materials (completed SAHS community scholarship application, unofficial transcript, personal statement) • Complete the "Financial Information" section of the SAHS Community scholarship application. • Essay of 1-2 pages describing your relationship with the natural world (i.e. environment) and how you plan to integrate environmental justice into your future (education, career, etc.)

2

COMPLETE THE GENERAL APPLICATION

General Application

This is one of the three basic scholarship requirment materials

Completed General Application

Personal Statement

Unofficial Transcript

Gathering Information

Gather all of the information you will need to submit in the General Application for Community Scholarships.

This application will take at least an hour to complete. Be sure to set aside enough time.

The application cannot be saved mid-progress. You must complete it from start to finish.

Locating the Application

You will find the General Application for Community Scholarship in the College section of Schoolinks.

When you select Scholarship Matching, SchooLinks may take you through a mini survey which will match you to your "best-fit" scholarships.

Gather Information & Complete Application

STEP 1

Gather your information

Information needed for Application

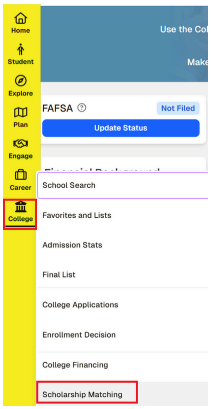
- **Personal information** (name, address, phone number, email, etc.)
- **Post-secondary plans**- Proposed institutes of Post-Secondary study (list up to 3 options)
- **Majors** - Proposed Field(s) of Post-Secondary Study (list up to 2 options even if you're undecided)
- **Financial Information** - Only required for certain scholarships (in the list of scholarships, these are indicated by a **$** symbol)
- **Community Service & Volunteer Activies** - List your involvement and total hours (grades 9-12 only)
- **Extracurricular & Leadership Roles** - List all involvement in extracurricular activities. You will have an opportunity to indicate if you had a leadership role(s) and provide details about that role.
- **Work Experience** - List name of employer, job title, hours worked annually, grade(s) you worked and combined total hours worked for all jobs
- **Honors and Awards** - Include scholastic, extracurricular and civic honors and awards during the 9th - 12th grade. State the nature of award and grade won. Example: Girl Scout Silver Award - 11th Grade. Include a brief description of each award.

Financial Information

*Family Income
*Education Funds
*Number of family members in college
*Other info that might affect your ability to fund your postsecondary education

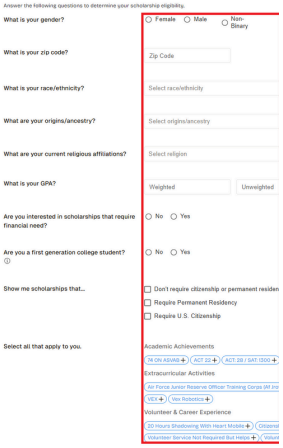
STEP 2

Login to SCHOOLINKS, go to College tab, then select Scholarship Matching



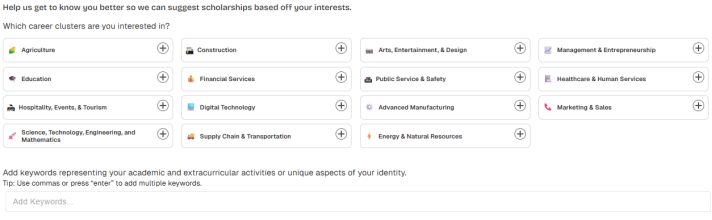
STEP 3

Complete Scholarship Matching questions and select Next



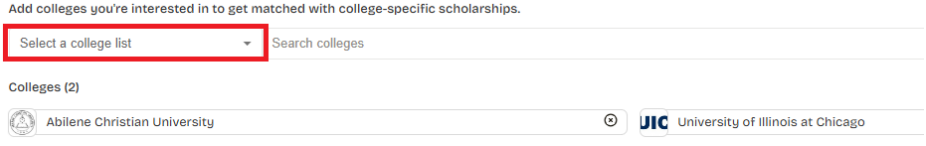
Step 4

Continue with Help us get to know you



Step 5

Add Colleges if you have selected yours



2

COMPLETE THE GENERAL APPLICATION

Completing the Application

Make sure to select “District-Posted”

The General Application is indicated with 💰 emoji.

When you click “Apply” you will be redirected to a Google Form where you will complete the application.

Watch your email. Once the application is completed you will automatically recieve a PDF copy in your inbox. Save this document in a designated Google Drive Folder. You will need this document later for each individual scholarship submission.

Create a Google Drive Folder

Create a Folder in your Google Drive

Make sure to Name it “Community Scholarships”

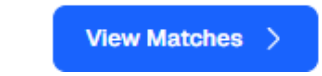
Save your completed General Application for Community Scholarships in this folder as well as all required scholarship materials.

Most documents should be saved as PDF

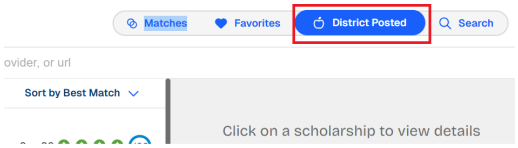
Exceptions: Letter of Acceptance (PDF or JPG)

Complete the General Application (Continued)

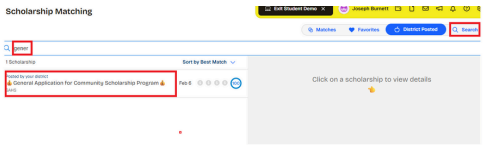
STEP 6
Select View Matches



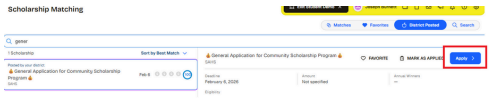
STEP 7
Select District Posted



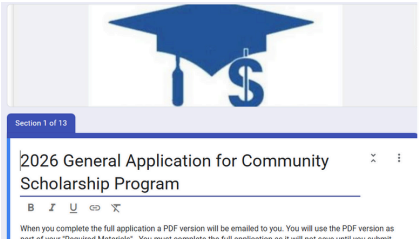
STEP 8
In the search type in General and it should pull up the General Application Community Scholarship Program and select it



STEP 9
Select Apply



STEP 10
Complete the General Application for Community Scholarship Program



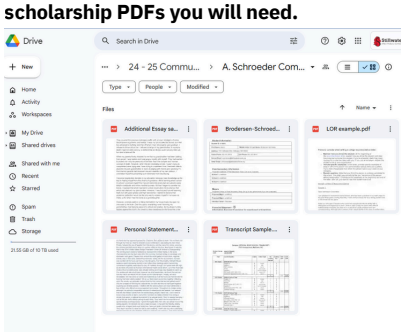
Watch Your Email!

You will recieve a PDF copy of your application to your email shortly after completion

Save this document and all other scholarship materials in a designated **Google Drive Folder**



STEP 11
Create a Google Drive Folder for scholarship PDFs you will need.



The PDFs you may need are requirements of the scholarship you choose:

Essays *
Letters or Recommendation
Unofficial Transcript (Jan 16, 2026)
Letter of Acceptance
Visual Arts Portfolio

3

WRITE A PERSONAL STATEMENT

Essay

This is one of the three basic scholarship requirement materials

Completed General Application

Essay

Unofficial Transcript

*If you are taking English 12 at SAHS, you may have already written an essay that qualifies for this requirement.

If you have already written an essay using one of the Common App prompts please utilize this.

Essay

STEP 1

Choose a Prompt from the options below

1. Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.
2. The lessons we take from obstacles we encounter can be fundamental to later success. Recount a time when you faced a challenge, setback, or failure. How did it affect you, and what did you learn from the experience?
3. Reflect on a time when you questioned or challenged a belief or idea. What prompted your thinking? What was the outcome?
4. Reflect on something that someone has done for you that has made you happy or thankful in a surprising way. How has this gratitude affected or motivated you?
5. Discuss an accomplishment, event, or realization that sparked a period of personal growth and a new understanding of yourself or others.
6. Describe a topic, idea, or concept you find so engaging that it makes you lose all track of time. Why does it captivate you? What or who do you turn to when you want to learn more?
7. Share an essay on any topic of your choice. It can be one you've already written, one that responds to a different prompt, or one of your own design.

STEP 2

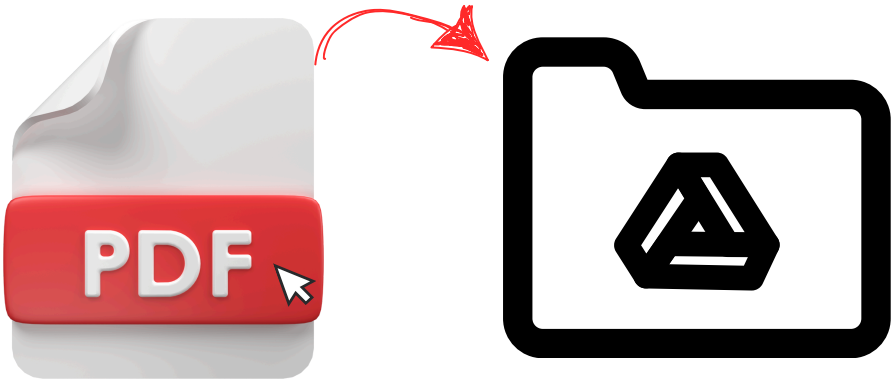
Write a Essay of 250 - 500 words



250 - 500
words

STEP 3

Download as PDF and Save to your Google Drive Folder for Scholarship Materials



4

ACCESSING YOUR UNOFFICIAL TRANSCRIPT

Unofficial Transcript
This is one of the three basic scholarship requirement materials

Completed General Application
Personal Statement
Unofficial Transcript

Unofficial Transcript **must** include Semester 1 of your senior year.

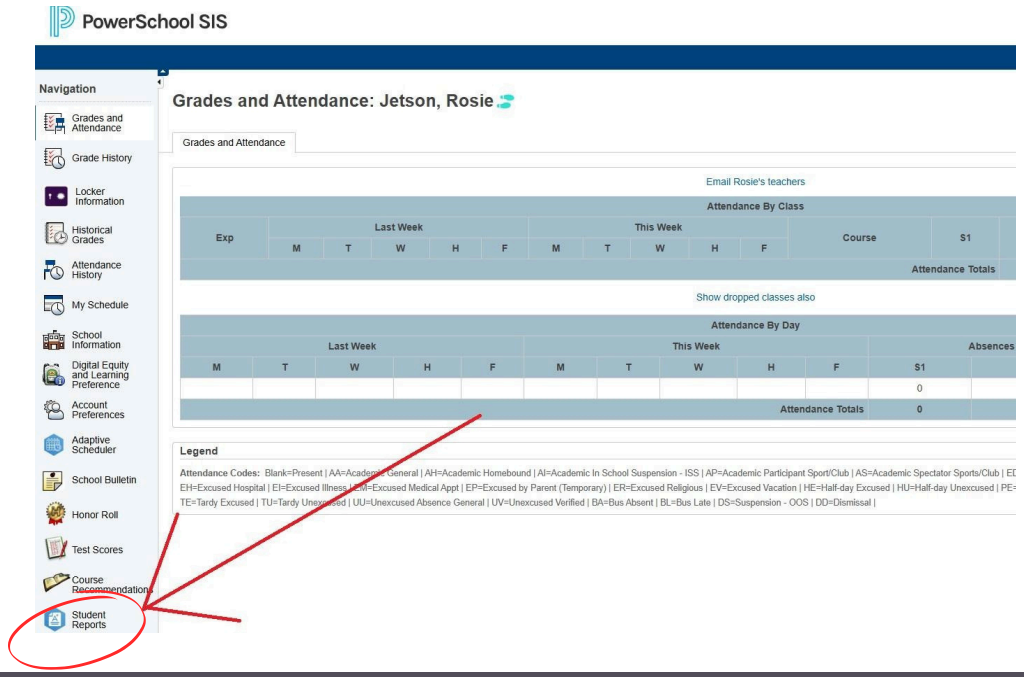
This version of your transcript will not be available until January 16, 2026

****DO NOT COMPLETE your submissions until this updated Unofficial Transcript is available. If you submit with an outdated transcript, your submission will be deleted and you will have to repeat the submission process.**

Unofficial Transcript

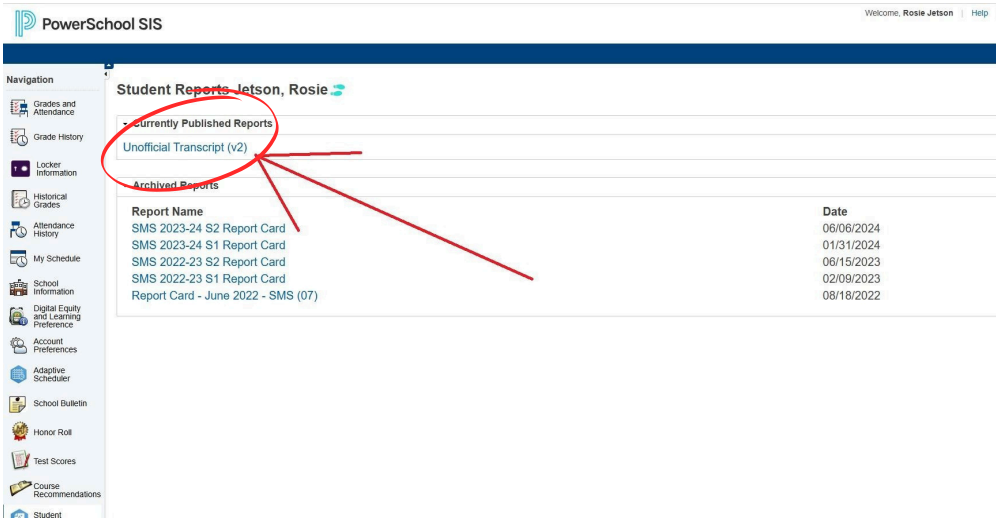
STEP 1

AFTER January 16, 2026 log into PowerSchool and Select Student Reports from the left menu



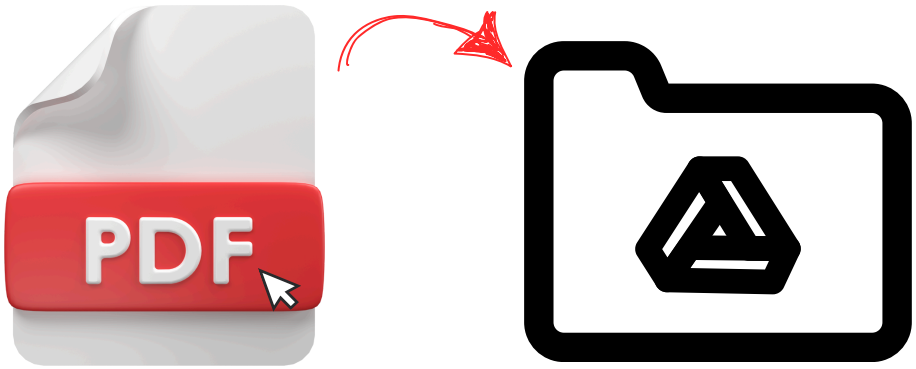
STEP 2

Select on Unofficial Transcript



STEP 3

Download as PDF and Save to your Google Drive Folder for Scholarship Materials



5

COMPLETE ADDITIONAL REQUIREMENTS

Additional Requirements

This is outside of the three basic scholarship requirement materials and are unique to each specific scholarship

Completed General Application
Personal Statement
Unofficial Transcript

Additional Requirement Examples:
Additional Essay
Volunteer Hours
Letter of Recommendation
Letter of Acceptance
Visual Art Portfolio

Spend time writing and gathering these materials. Most materials need to be submitted as PDF. Letter of Acceptance can be PDF or JPG

Some materials will need to be emailed separately.
These materials can be sent to sammond@stillwaterschools.org

Additional Requirements

Additional Essays
Pay attention to their specific prompt and word minimum. Save as PDF.



Letter of Recommendation
Letters of Recommendation must be sent directly from recommender (not from you). Have your recommender email them directly to sammond@stillwaterschools.org as soon as you have them available.



Letter of Acceptance
Letters of Acceptance from your college or university. If these are not available at the time of your individual scholarship submission, email them to sammond@stillwaterschools.org.



Visual Arts Portfolio
A Portfolio is required for Visual Art submissions the Berggren Arts Scholarship. This will be submitted seperately to the art department per scholarship instructions. Performing Arts students will be asked to perform in an interview.

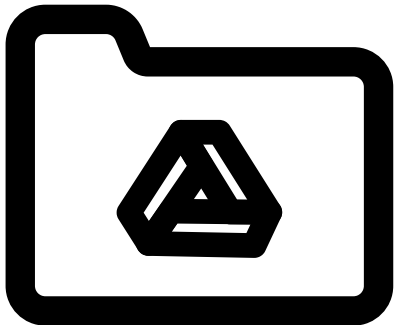






Save everything to your Google Folder
Download as **PDF** and **Save** to your **Google Drive Folder** for Scholarship Materials





6

SCHOLARSHIP SUBMISSION

Submit your materials for your targeted Scholarships on or after Jan 16, 2026

Submitting Materials for each of your Targeted Scholarships

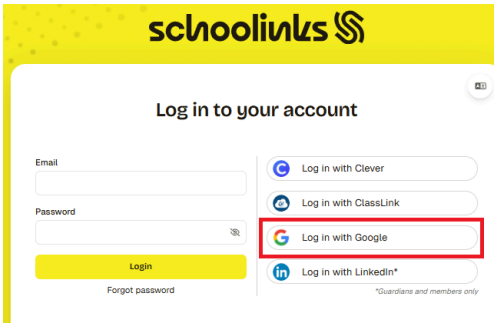
You will need to complete a submission form for each scholarship you would like to apply for.

Be sure to select District Posted in SchooLinks and type keyword "Community" in the search bar.

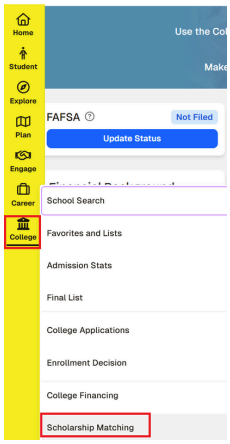
Applying for each Scholarship

When you click "Apply" you will be directed to a Google Form which is the submission form for the scholarship.

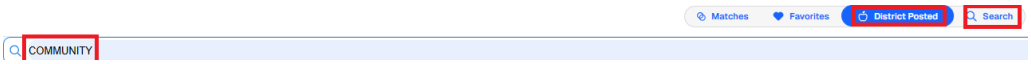
STEP 1
Login to SchooLinks



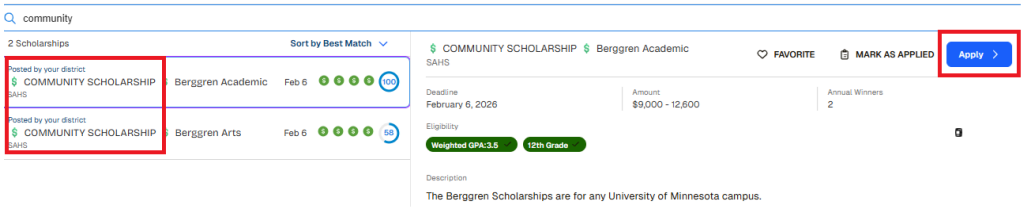
STEP 2
Select College and select Scholarship Matching



STEP 3
Select District Posted and type the keyword "Community" in the search bar



STEP 5
Select the Individual Scholarship and click Apply



6

SCHOLARSHIP SUBMISSION

Completing the submission form and uploading documents

Each Scholarship will have a unique google form you will need to complete. This is where you will upload your PDF documents from your scholarship folder.

Required Materials for ALL Scholarships:

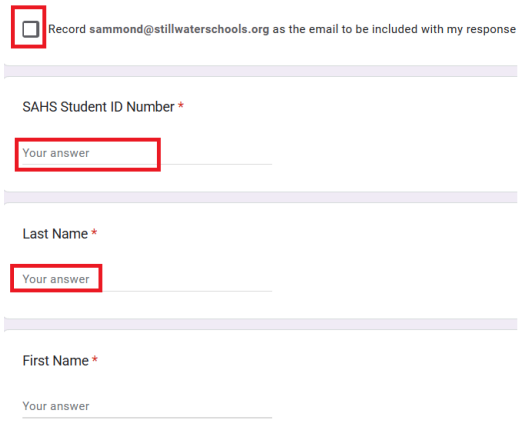
Completed General Application
Personal Statement
Unofficial Transcript

***Additional Materials:**
Be sure you are uploading correct coordinating materials for each scholarship. It is helpful to name each document after the scholarship.
Example: "Yellow Ribbon Alliance Lower St. Croix Valley Scholarship Personal Statement"

Submit your materials for your targeted Scholarships (continued)

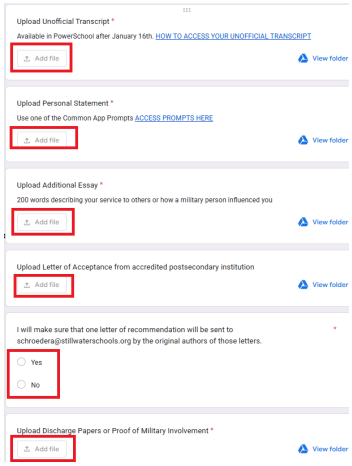
STEP 6

Complete the Basic Information. Check the box to confirm email, fill in student ID & name



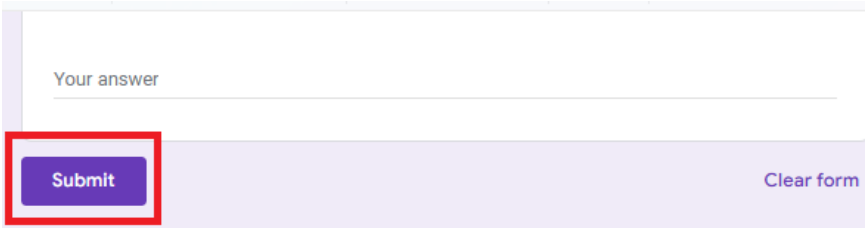
STEP 7

Upload all Required Material with the file name* of the scholarship (PDF unless otherwise indicated)



STEP 8

Click **Submit**



CONGRATULATIONS!

Good Job on your scholarship work (and scholarships are a lot of work)!

When you consider the amount of time you spend completing a scholarship application, it still works out to be a pretty nice hourly rate!

This process can be complex and confusing. Please do not hesitate to reach out to the Community Scholarship Coordinators for help.

Watch Your Emails

You may recieve an email from the College and Career Center if you are missing application materials or if you have been selected as a finalist of a scholarship and need to conduct an interview with the decision panel.

Need Help with Scholarships?

Contact your School Counselor or the College & Career Center
We are happy to help and answer questions!

Community Scholarship Coordinators

Dan Ralston, Counselor (Thomb - Z)
ralstond@stillwaterschools.org or 651-351-8024
&
Donna Sammonn, College & Career Center Specialist
sammond@stillwaterschools.org or 651-351-8012

Sydney Piras, Counselor (A - Carl)
pirass@stillwaterschools.org or 651-351-8013
Krista, Gorr Counselor (Carm - Foy)
koenenk@stillwaterschools.org or 651-351-8027
Becky Hopper, Counselor (Foz - Hur)
hopperb@stillwaterschools.org or 651-351-8014
Heidi Tayson, Counselor (Hus - Ley)
taysonh@stillwaterschools.org or 651-351-8005
Kristina King, Counselor (Lez - Noq)
kingk@stillwaterschools.org or 651-351-8023
Alec Shern, Counselor (Nor - Run)
sherna@stillwaterschools.org or 651-351-8026
Kris Mullins, Counselor (Ruo - Thoma)
mullinsk@stillwaterschools.org or 651-351-8006
Dan Ralston, Counselor (Thomb - Z)
ralstond@stillwaterschools.org or 615-351-8024

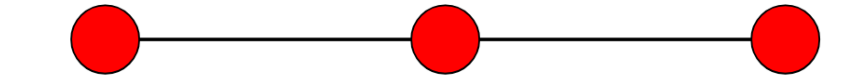
Attend a Workshop Session **Sign up in SchooLinks**

Workshop Wednesdays
Scholarship application workshops will be offered in the College and Career Center during office hours on the following dates.

December 17th
January 7th
January 14th
January 21nd
January 28th
February 4th

Students must be in good academic standing and not requested by a teacher to attend office hours. Students must sign up to attend workshops in SchooLinks - Events.

Timeline for Community Scholarship



Opening Day
December 10, 2025

Unofficial Transcript Available
January 16, 2026

Submission Deadline
February 6, 2026