

**Buck Foundation Pride of Rogers Scholarship
Buck Foundation Pride of Heritage Scholarship
2019-2020 Instructions
Deadline Thursday, October 10, 2019 @ 2:00 pm**

1. Applicants are to set up a Google Doc Shared folder with the BuckFoundationScholarships@gmail.com:

A. Create a new Google Doc Folder:

1. Log in to your RPS30 Google account and access your Google Drive
2. Click "New" > Click "Folder"
3. Name the folder: (RHS or HHS) First Name Last Name
Example: RHS John Smith **OR** HHS Betty Jones

B. Share the folder:

1. Click once on the folder, so that the folder is highlighted.



2. Click the person with a plus sign
3. Type: BuckFoundationScholarships@gmail.com
4. Choose "Can view" as the setting for the Foundation

C. Naming of Individual Files in the Shared Folder

1. Click once on the file, so that the file is highlighted.
2. Right click over the highlighted file and select "Rename"
3. Name each file in the folder using the following format:
(RHS or HHS) First Name Last Name File Name
Example: RHS John Smith Application

2. Applicants should save their Google Doc Buck Pride **Application** file to this folder. You may save it and continue to work on your application at any time prior to the **October 10, 2:00 p.m. application deadline**. On this deadline, all application folders will be copied and sent to the Buck Foundation so they are finalized and may no longer be edited by applicants.

3. Applicants are to upload a copy of their **transcript** to the same Google Doc folder. This may be completed at any time prior to the **October 10, 2:00 p.m. application deadline**.

A. You may either pick up a copy of your transcript from your scholarship coordinator or take a screen shot of your COMPLETE transcript from HAC

Hint: If you take a screen shot of your transcript, crop the image to neaten it up!

4. Applicants are to upload a copy of their **test scores** to the same Google Doc folder. This may be completed at any time prior to the **October 10, 2:00 p.m. application deadline**.

A. Access your highest ACT composite score from the ACTstudent.org website and click "Download student score report pdf" (top right) to save a copy of your ACT score report.

5. Applicants who have created digital projects for the Buck Pride Scholarship are to create and upload those **projects** to the same Google Doc folder. You may continue to work on your project until the **October 10, 2:00 p.m. project deadline**.

6. Applicants who have created projects other than digital ones are to turn their **project** in to their scholarship coordinator by the **October 10, 2:00 p.m. project deadline**. BE SURE TO PUT YOUR NAME CLEARLY ON YOUR PROJECT!

NOTE: To make it easier for the Buck Foundation to match the non-digital projects to your application, take a photo of your project and upload the photo to the same Google Doc folder. This will ensure that all requirements will be in the same folder.

7. See your scholarship coordinator at any time to pick up the **Buck Foundation Scholarship Agreement**. This must be read carefully by you and signed. If you are under 18 years old, this must be read and signed by your parent also. Once signed, give the agreement to your scholarship coordinator before the **October 10, 2:00 p.m. application deadline**. She will give you a copy to keep for your records and will submit the original to the Buck Foundation for you.

NOTE: If you are 18 or older, it is strongly recommended that you have your parent review the Buck Foundation Scholarship Agreement also so they are aware of the requirements too.

Check List:

Your **Google Doc folder** that you will share with BuckFoundationScholarships@gmail.com should include the following files:

- Application (Due 10/10/19 at 2:00 p.m.)
- Transcript (Due 10/10/19 at 2:00 p.m.)
- Test Scores (Due 10/10/19 at 2:00 p.m.)
- Digital project or, if not a digital project, a photo of your project (Due 10/10/19 at 2:00 p.m.)

You should turn in to your **scholarship coordinator** the following:

- Your signed Buck Scholarship Agreement (Due 10/10/19 at 2:00 p.m.)
- Your project if it is other than digital (Due 10/10/19 at 2:00 p.m.)

Reminders:

Spell check, spell check, and spell check again!

The application, transcript, test scores, project, and signed Buck Foundation Scholarship agreement are due on Thursday, October 10 at 2:00 p.m.

See your scholarship coordinator if you have any questions!