



CALIFORNIA COMMUNITY FOUNDATION COACH SCOTT MUCKEY MEMORIAL SCHOLARSHIP GUIDE FOR APPLICANTS

Established in 2017, the Coach Scott Muckey Memorial Scholarship awards current or newly-entering Crespi Carmelite High School students who embody the characteristics of a Crespi Man. The scholarship honors the life and contributions of Coach Scott Muckey, former coach for Crespi Celts baseball program. Under Coach Muckey's leadership, the program would go on to win 11 league titles, two Southern Section titles and have numerous players go on to play for college and professional teams. Administered by the California Community Foundation ("the Foundation"), the Coach Scott Muckey Memorial Scholarship provides one recipient annually with a one-time award to support the cost of tuition and fees to attend Crespi. The opportunity requires that you submit an application that is representative of your accomplishments, challenges you may have faced, and how you embody the characteristics of the Crespi Man.

REGISTER

Start at applyforgrants.calfund.org. Once you click the **Register** link on the log in portal, you will be prompted to create a profile, including contact information, password and portal access. After filling out the information and accepting the terms and conditions, click **Register**. You will receive an email confirming successful registration with our site (see below). Once you have registered, you will be able to access the application through your secure portal log in.

Create a Profile

Account Information

First Name	<input type="text" value="Jane"/>	*	Last Name	<input type="text" value="Doe"/>	*
Email Address	<input type="text" value="calfundscholarships@gmail.com"/>				*
Password	<input type="password" value="*****"/>				*
Re-enter your Password	<input type="password" value="*****"/>				*
Password Hint	<input type="text" value="The password I use for scholarships"/>				*

I accept the [terms & conditions](#)*

Portal Access*

<input checked="" type="checkbox"/> Scholarship Applicant	Apply for scholarships
<input type="checkbox"/> Grant Applicant	Apply for grants on behalf of a 501c3 public charity organization
<input type="checkbox"/> Organization Admin	Control the level of access for portal users who register with the organization

*Some access requires approval. Please do not select access that you do not need!

Personal Information

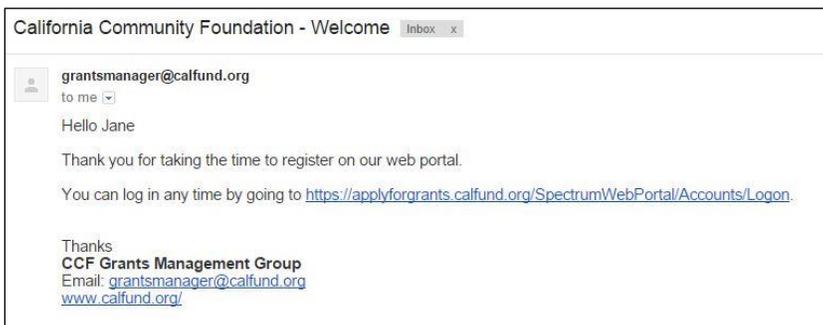
Address (line 1)	<input type="text" value="221 S. Figueroa Suite 400"/>				*
Address (line 2)	<input type="text"/>				
City	<input type="text" value="Los Angeles"/>	*	State	<input type="text" value="California"/>	*
State	<input type="text" value="California"/>	*	Zip	<input type="text" value="90012"/>	
Primary Phone #	<input type="text" value="213-239-2330"/>	*	Phone Type	<input type="text" value="Work"/>	*
Secondary Phone #	<input type="text"/>		Phone Type	<input type="text"/>	

Use this link to [Log In](#)

Note: Asterisks indicate **required fields**

Provide an email address you **check often** as award information will be communicated via email

When registering, select **SCHOLARSHIP APPLICANT**



APPLICATION

Upon logging in, select the **Coach Scott Muckey Memorial Scholarship** application.

Coach Scott Muckey Memorial Scholarship Now

Established in 2017, the Coach Scott Muckey Memorial Scholarship awards current or newly-entering Crespi Carmelite High School students who embody the characteristics of a Crespi Man. The scholarship honors the life and contributions of Coach Scott Muckey, former coach for Crespi Celts baseball program. Scholarships are awarded based on student character as an embodiment of the "Crespi Man". Preference is given to students who play or plan to play on the Crespi baseball team, though participation on the team is not a requirement to be considered.

Upon accessing the application, you will be prompted to navigate through various tabs which include:

- About
- Student Information
- Short Answer
- Crespi Man Prompts
- Additional Information

To navigate through the various tabs, click the navigation buttons located on the bottom of the application screen (see below).



In order to successfully submit your application, you must provide 1) all required information 2) the name an e-mail teacher, coach, administrator or supervisor that can provide a statement of reference on your behalf and 3) a copy of your official or unofficial transcripts and select **submit** on the **Additional Information** tab.

A link will be e-mailed to the reference contact provided so that they can complete a reference form for this application. Please let your reference know to expect this e-mail from California Community Foundation

Scholarships. They will not need to register or log-in to complete the reference. Your application will not be considered complete until this reference has been received.

Note: It is recommended that you click save at the bottom of the screen every 15 minutes while making changes to your application. You may select to start an application then save and return to the application. To do so, you may click the **Save** button at either the top or bottom of the screen (see below).

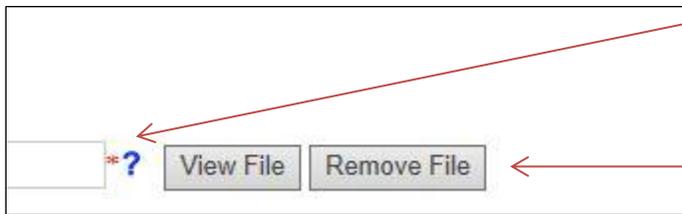
Top of Screen Option



Bottom of Screen Option



Note: Throughout the application additional guidance and information may be provided in the form of a help-let. Help-lets are identified by blue question marks.

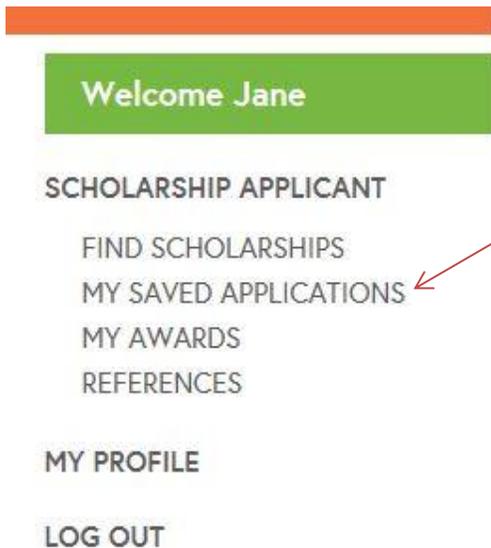


The blue question mark shown below provides additional guidance on application requirements.

Attachments may be reviewed by selecting "view file" or removed by selecting "remove file".

ACCESSING YOUR SAVED/SUBMITTED APPLICATION

To access a saved application, navigate to **My Saved Applications** and select the application you wish to access. You may elect to continue a saved application and submit or review a previously submitted application. Note: The Foundation will only accept one application per applicant. You may only submit an application once per application period.



Access saved applications by clicking the MY SAVED APPLICATIONS link.

By doing so, you should see a list of your saved applications by the date they were saved (see below).



Name	Date	Status
Coach Scott Muckey Memorial Scholarship	3/2/2018	CREATED

SUCCESSFUL SUBMISSION OF YOUR APPLICATION

Upon providing all the required information and ensuring all attachments are correct and in their final form navigate to the **Attachments** tab and click **submit**. Once submitted you should receive a message from our site similar to the one shown below.

Application Submitted

Thank you for submitting your Coach Scott Muckey Memorial Scholarship Application. If you have any questions regarding the scholarship, you can email scholarships@calfund.org. You may return to this website at any time to view your submitted application. Please refer to the Scholarship Application Guide for instructions.

Additionally, you will receive an email to the email address you provided upon registering with our website. If the email is not in your inbox, be sure to check the SPAM folder and add grantsmanager@calfund.org and scholarships@calfund.org as a contact.

Tips:

- Please use an email that you check regularly. Hotmail and Yahoo accounts have SPAM filters that often direct the Foundation's emails to a SPAM folder. If you do not have a Gmail account, be sure to check your SPAM folder regularly to make sure you receive the Foundation's emails/instructions. Please **avoid** providing a school-associated e-mail address if you will be transferring schools.
- We may need to send you information by mail. Be sure to include your full mailing address which should include your street address (ex. 2000 Smith Street), your city (ex. Los Angeles), your five digit postal zip code (ex. 90012), and if applicable an apartment or unit number.
- It is permissible to consult an adult and seek guidance on the essay portion of the application. It is the committee's expectation that you are the sole author of your essay and that you have not received assistance in editing your essay by an adult or peer. If you are quoting another individual, be sure to properly cite and identify direct quotes using quotation marks.
- Letters of recommendation provide the committee with insight on your academic and leadership potential. Be sure to request letters of recommendation from appropriate individuals with whom you have worked closely. Request the letter early and make sure to communicate a deadline to receive the letter that allows you sufficient time to submit your application.
- If you have any clarifying questions, seek guidance from a counselor or teacher. If they are unable to assist you – contact the Foundation at scholarships@calfund.org and we will do our best to address your question in a timely fashion.

Helpful Resources:

Essay Writing

<http://www.studentscholarshipsearch.com/tips/scholarship-essay-tips.php>

<http://www.usnews.com/education/blogs/the-scholarship-coach/2013/01/31/4-ways-to-make-your-scholarship-essay-stand-out>

Letters of Recommendation

<https://www.scholarships.com/financial-aid/college-scholarships/scholarship-application-strategies/the-scholarship-letter-of-recommendation/>