



## Community Foundation Scholarship Nomination Process

Once you set up your account you will enter your name at the top, select which scholarship(s) you are submitting nomination(s) for. You may choose more than one scholarship if you are nominating for multiple awards. Once you choose, you will need to download the scholarship nomination template and complete the spreadsheet to ensure the Community Foundation receives the student information for each scholarship.

Question Group

**Nominator Name\***  
Name of person submitting scholarship nominations.

**Scholarship(s) You Are Submitting Nominations For:\***  
Please check off the scholarship opportunities you will be submitting nominations for. Students will be notified by email on June 30. They will be required to complete an acceptance form and upload a copy of their enrollment verification. Checks will be sent directly to their college or university.

<input type="checkbox"/> Albany - Christopher Ryan Art Scholarship	<input type="checkbox"/> Cobleskill - Joseph and Donna Rogers Viola Scholarship	<input type="checkbox"/> Niskayuna Huether-Gillan Scholarship
<input type="checkbox"/> Berlin - Jean L. Carr Memorial Scholarship	<input type="checkbox"/> Columbia/East Greenbush - Christopher Bascom Memorial Scholarships	<input type="checkbox"/> Questar III = Anthony and Josephine DeFazio Culinary Scholarship
<input type="checkbox"/> Berlin - Joseph L. Carr, Sr. Memorial Scholarship	<input type="checkbox"/> Columbia/East Greenbush - Liza Warner Scholarship	<input type="checkbox"/> Schalmont - Gifford Grange Scholarship Fund for Schalmont High School
<input type="checkbox"/> Bethlehem - Chris Porter Scholarship	<input type="checkbox"/> Columbia/East Greenbush - Shirley Kelly Scholarship	<input type="checkbox"/> Schenectady - Melissa Daniels Memorial Scholarship
<input type="checkbox"/> Bethlehem - Donald J. Robillard Education Scholarship	<input type="checkbox"/> Greenville - Clarissa and Harry Mack Ketcham Award	<input type="checkbox"/> Schenectady Vilma D. Elliott Endowed Scholarship Fund
<input type="checkbox"/> Bethlehem - Donald Manley Miller & Poh Kum Miller Scholarship	<input type="checkbox"/> Guilderland - Gifford Grange Scholarship Fund for the Guilderland High School	<input type="checkbox"/> Scotia - Glenville Grange John L. Conde Memorial Scholarship
<input type="checkbox"/> Bethlehem - Frances A. Coccoza Memorial Scholarship	<input type="checkbox"/> Healty - Ellen Barrett Bevins Scholarship for Healty High School	<input type="checkbox"/> Shaker/North Colonie - Myra and Joseph Patanian Scholarship
<input type="checkbox"/> Bethlehem - James "Coach" Connolly Track Scholarship	<input type="checkbox"/> HVCC - Elvira Scott Neumann Memorial Scholarship	<input type="checkbox"/> Smithtown HSE - Joette P. Delia Curiano Scholarship
<input type="checkbox"/> Bethlehem - Jonathan A. Albert Memorial Scholarship	<input type="checkbox"/> Jefferson - Constance Dorland and Richard Anton Herodes	<input type="checkbox"/> SUNY SCC - Joseph and Shirley McDermott Scholarship
<input type="checkbox"/> Bethlehem - Ken Neff Eagle Award	<input type="checkbox"/> Kankakee - Warren & Harriet Isenhardt French Scholarship	<input type="checkbox"/> Troy - Allison Bodnar Award
<input type="checkbox"/> Bethlehem - Michael "Big Dog" Medvesky Memorial Scholarship	<input type="checkbox"/> Lansingburgh - Cora Hare Scholarship	<input type="checkbox"/> Troy - Guy Infante Award
<input type="checkbox"/> Bethlehem - Robert R. Salamone Memorial Scholarship	<input type="checkbox"/> Mohonasen - Gary Graber Memorial Scholarship For Mohonasen High School	<input type="checkbox"/> Troy - Lela Capron Award
<input type="checkbox"/> Bethlehem - Russell Eilers Memorial Scholarship	<input type="checkbox"/> Niskayuna - Harriet Wall Memorial Scholarship	<input type="checkbox"/> Troy - Morris Gross Scholarship
<input type="checkbox"/> Bethlehem - Sarah Renee Whiting Math Honor Society Award	<input type="checkbox"/> Niskayuna Community Foundation 60th Anniversary Scholarship	<input type="checkbox"/> Watervliet - Barnes Fund Scholarship
<input type="checkbox"/> Bethlehem - Will Raub September 11 Memorial Scholarship	<input type="checkbox"/> Niskayuna Community Foundation's College Promise Scholarship	<input type="checkbox"/> Watervliet - Coach Dan Reinhardt Scholarship
<input type="checkbox"/> Bethlehem - Dorothy McDonald Memorial Scholarship	<input type="checkbox"/> Niskayuna Community Foundation's Community Service Scholarship	<input type="checkbox"/> Watervliet - David C. Maxwell Scholarship
<input type="checkbox"/> Bethlehem Senior Projects, Inc. Scholarship	<input type="checkbox"/> Niskayuna High School Class of 1965 Scholarship	<input type="checkbox"/> Watervliet - Ellen Barret Bevins Scholarship
<input type="checkbox"/> Burnt Hills Ballston Lake - Glenridge Grange Memorial Scholarship		<input type="checkbox"/> Watervliet - John A. Boyd 2 Year Scholarship
<input type="checkbox"/> Canajoharie - Arthur H. Pedley Mathematics Scholarship		<input type="checkbox"/> Watervliet - John A. Boyd 4 Year Scholarship
<input type="checkbox"/> Catholic High - Gary Graber Memorial Scholarship For Catholic High		<input type="checkbox"/> Windham - Donna B. McKean Memorial Scholarship
<input type="checkbox"/> Clarkson/Union University - Mara Oakes Fund		

**Nomination Upload\***  
Please use [this template](#) to provide the list of student information along with the scholarship they are receiving.

 [10 MIB allowed]

Once you have completed the spreadsheet, save it, and upload it to the site using the "UPLOAD A FILE" button. You may also upload other documents such as student resumes or recommendation letters. Resumes and recommendations are generally not required but the Community Foundation always appreciates receiving supplemental information about the students.

This is what the spreadsheet looks like. Please complete the fields using the student's information. Please use the student's personal email address. We will be emailing them after graduation.

	A	B	C	D	E	F	G	H	I	J	K
1	Scholarship Name	Scholarship Date	First Name	Last Name	Email	Phone	Address	City	State	Zipcode	College/University Name
2											
3											
4											
5											
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A few of our scholarships do require a recommendation letter or student resume to be uploaded. If you are submitting a nomination form for one of those scholarships, you will see a student information box populate and you will be prompted to upload a recommendation letter. You may upload up to two letters. The letters can be general and not scholarship specific.

Student Information ⌵

**Student 1 Recommendation\***

[5 MIB allowed]

**Student 2 Recommendation**

Use the second upload if you are submitting recommendation letters for more than one scholarship.

[5 MIB allowed]

Once the form is completed and submitted, the Community Foundation will prepare certificates for the winners with instructions on how they will receive their scholarship. The certificates will be emailed to you so they can be presented at the awards ceremony or graduation.

Each student who was nominated for a scholarship will be emailed a link on June 30<sup>th</sup>. They will be prompted to complete a form notifying the Community Foundation where they will be going to school. They will also be asked to upload a copy of their tuition bill or enrollment deposit receipt and will have the option to write a thank you note to the scholarship sponsor. Once the form is completed, the Community Foundation will send their scholarship check directly to their college or university.