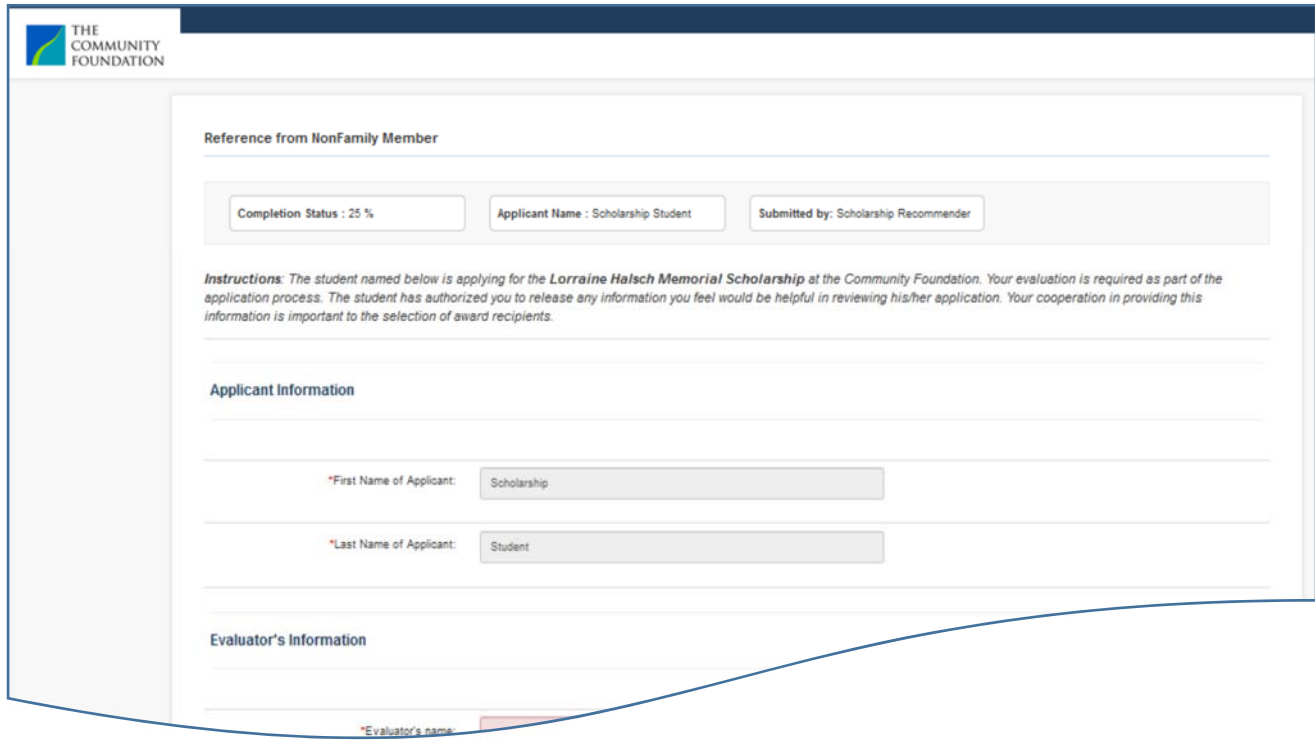


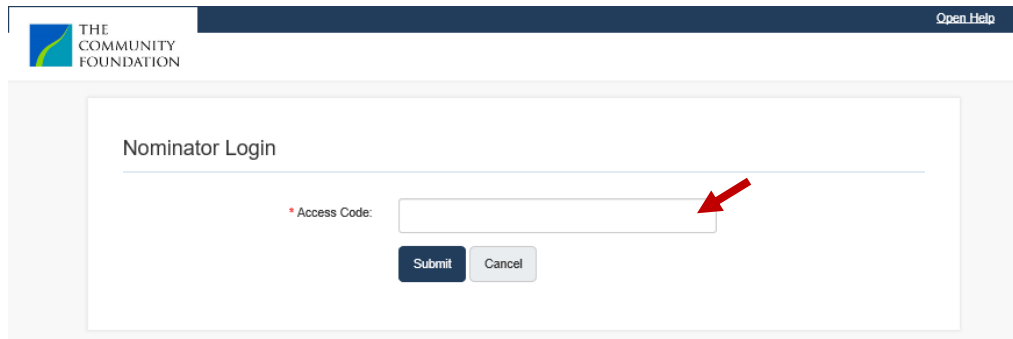
Completing Requests for Student Applications

Follow the link in the request email from admin@communityforce.com or



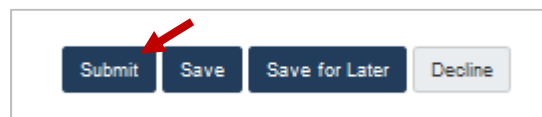
The screenshot shows a web form titled "Reference from NonFamily Member" from The Community Foundation. At the top left is the logo. The form includes a header with "Completion Status : 25 %", "Applicant Name : Scholarship Student", and "Submitted by: Scholarship Recommender". Below this is an "Instructions" section: "The student named below is applying for the Lorraine Halsch Memorial Scholarship at the Community Foundation. Your evaluation is required as part of the application process. The student has authorized you to release any information you feel would be helpful in reviewing his/her application. Your cooperation in providing this information is important to the selection of award recipients." The "Applicant Information" section has two fields: "*First Name of Applicant:" with the value "Scholarship" and "*Last Name of Applicant:" with the value "Student". The "Evaluator's Information" section has a field for "*Evaluator's name:" which is currently empty.

OR go to <https://racfscholarships.communityforce.com/NominateSection/NomineeLogin.aspx> and enter Access Code to access the Request Form. *This page is called the Nominator Login, but it is not to be confused with the Referral form.*



The screenshot shows a web form titled "Nominator Login" from The Community Foundation. At the top right is a link for "Open Help". The form has a single input field labeled "* Access Code:" with a red arrow pointing to it. Below the input field are two buttons: "Submit" and "Cancel".

Upon completion, click Submit.



The screenshot shows four buttons in a row: "Submit", "Save", "Save for Later", and "Decline". A red arrow points to the "Submit" button.