

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 form has sections for "Applicant Information" with fields for "First Name of Applicant" (containing "Scholarship") and "Last Name of Applicant" (containing "Student"). There is also an "Evaluator's Information" section with a field for "Evaluator's name".

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 "Nominator Login" form from The Community Foundation. It features a header with the logo and an "Open Help" link. The main form area has a field for "Access Code:" with a red arrow pointing to it. Below the field are "Submit" and "Cancel" buttons.

Upon completion, click Submit.

A close-up of the action buttons at the bottom of the form: "Submit", "Save", "Save for Later", and "Decline". A red arrow points to the "Submit" button.