

Universal Application - 2026 Scholarships

Community Foundation of South Puget Sound

Community Foundation Scholarship Platform Notes and Tips

Notes for using the online scholarships platform:

- The Community Foundation utilizes a **Universal Application (UA)**. This means that you will complete one application and potentially be eligible for multiple scholarships.
- If you are eligible for multiple scholarships, you will be asked to complete a separate additional prompt for each scholarship that you are eligible for.

Tips for using the online scholarships platform:

- Required fields are indicated with an asterisk *
- Character limits include spaces and punctuation.
- To work on your application in a language other than English, please use the "Select Language" drop down button in the top left corner to activate Google Translate.
- Check Your Work
 - Double check formatting and character count after copying/pasting from Word, as there are software differences that can cause an error in how your application appears on our scholarship platform.
- Saving Your Application
 - While there is an autosave feature, double check for a "Save" button at the bottom of the page before closing your browser.
- The size of text boxes may be adjusted by dragging the lower right corner.
- Additional Documents
 - To create a PDF version of your completed application that you can save and/or print, click the "Application Packet" button at the top of the application page.
 - Click on the "Questions List" button in the upper right-hand corner of the application page to view the application instructions and questions in PDF form.

A note on using Artificial Intelligence (AI) tools like ChatGPT:

Our scholarship program values authenticity, integrity, and lived experience. While tools like AI can be helpful for brainstorming or editing, your responses must represent your own voice, ideas, and journey.

Our reviewers are looking to understand *you*—your community, your goals, and what has shaped you. Please do not submit fully AI-generated responses.

[Click here to view all available scholarship opportunities.](#)

Student Information

Please fill out the following section with your most up-to-date contact information. While it may feel repetitive, this ensures that Community Foundation staff is able to quickly communicate with you in the event that additional information is needed and to inform you of award decisions.

Applicant Name*

Character Limit: 100

County of Residence*

Please select the county where you reside for the majority of your week.

Note: Only students residing in our service region are eligible for scholarships. If you are located outside of our region or out-of-state, you are not eligible to apply.

Choices

Lewis
County
Mason
County
Pacific
County
Pierce
County
Thurston
County Other

Phone*

Please provide us with the best phone number for which we can reach you.

Character Limit: 13

Personal Email*

Please provide us with a personal email in which to contact you.

Please do not use your high school email

Character Limit: 250

Student Status*

Please select your current status below (high school senior or GED recipient).

High School Information

County High School*

Please select the county in which your high school is located.

Choices

Lewis
County
Mason
County
Pacific
County
Pierce
County
Thurston County

Cumulative High School GPA*

Character Limit: 20

High School Transcript (upload)*

Please upload a copy of your most recent transcript. This can be an official or unofficial copy. *Accepted documentation includes scanned documents, screenshots, and photos (example file types include jpg, docx, pdf, png, etc.).*

Document must include all classes, final grades, and GPA for each semester of high school you have completed through December 31, 2025.

File Size Limit: 10 MB

GED Information

GED*

Did you receive your GED through the state of Washington?

When did you receive your GED Diploma?*

Character Limit: 10

GED Certificate*

Please upload a copy of your GED certificate below.

File Size Limit: 10 MB

Post-Secondary School Information

Do you plan on attending a college/university in Washington State?*

There are several scholarships that require students attend a college or university in Washington State. Please select one of the options below to help determine which scholarships you are eligible for.

Choices

Yes, I plan to attend a college or university in Washington State

No, I do not plan to attend a college or university in Washington State

I am applying to schools both in and outside of Washington State (and have not decided yet)

Degree Type*

What type of degree, certification, or program are you planning to pursue after high school graduation?

Choices

Associate (2-year degree)

Bachelor (4-year degree)

Vocational/Trade/Apprenticeship Program

Post-Secondary Institution(s)*

Please share which post-secondary institutions and/or programs you are considering after you graduate from high school.

This can include colleges, universities, vocational programs, apprenticeship programs, and more. Feel free to list as many as the character limit allows, however, do not feel obligated to list everything.

example: "University of Washington (Seattle) - Urban Planning

Character Limit: 250

Scholarship Specific Career Field, Major, and/or Studies*

There are several scholarship opportunities that require a specific major and/or area of study. To help your application link to scholarships that require a specific career field, major, and/or area of study, please select from the boxes below which apply to you (you can select more than one if you are still deciding). You may also select "none of the above" if none of them apply to you.

If you would like to read about the scholarships that require a specific major and/or area of study, they are linked below.

Related scholarship opportunities:

- [Dan R. Montgomery Scholarship](#)
- [Henry J. Melusky Scholarship](#)
- [Mike and Sharon Welsh Scholarship](#)
- [Richard J. Geiger Memorial Scholarship](#)
- [Russell Legacy: Women in STEM Scholarship](#)
- [Sophie Joe Scholarship Fund](#)

Choices

Business

Engineering

Science, Technology, Engineering, or Mathematics (STEM)

Education/Teaching

Law Enforcement/Social Work for Law Enforcement

None of the above

Federal Aid*

Please select the option that best describes what federal aid information you have completed.

Choices

I have completed my FAFSA for the 2026-27 award year & have my Submission Summary

I have completed my FAFSA for the 2026-27 award year & have NOT received my Submission Summary

I have completed my WASFA for the 2026-27 award year & have my Financial Aid Offer

I have completed my WASFA for the 2026-27 award year & have NOT received my Financial

Aid Offer I am unable to/do not plan to complete my FAFSA/WAFSA for the 2026-27 award

year

Free Application for Federal Student Aid (FAFSA)**FAFSA Submission Summary**

Please upload a copy of your FAFSA Submission Summary (SS) from your FAFSA application.

Follow this link for instructions on locating your SS.

Why we ask: *The majority of available scholarship opportunities through the Community Foundation are determined by financial need of the student's applying. While the FAFSA does not provide a full picture of your individual financial needs, the SS gives a standardized overview of your financial situation.*

File Size Limit: 10 MB

Student Aid Index (formerly EFC)

Please insert your Student Aid Index (SAI) number found on your FAFSA Submission Summary.

Why we ask: *The majority of available scholarship opportunities through the Community Foundation are determined by financial need of the student's applying. While the FAFSA does not provide a full picture of your individual financial needs, the SAI offers scholarship evaluators with a starting point and will be taken into consideration alongside your short essay response in the Universal Application.*

Character Limit: 25

Washington Application for State Financial Aid (WASFA)

Financial Aid Offer

Please upload a copy of your Financial Aid Offer from your WASFA application.

You can receive a copy of your Financial Aid Offer from your school's financial aid office.

Why we ask: *The majority of available scholarship opportunities through the Community Foundation are determined by financial need of the student's applying. While the WASFA does not provide a full picture of your individual financial needs, the Financial Aid Offer gives a standardized overview of your financial situation.*

Student Aid Index (formerly EFC)

Please insert your Student Aid Index (SAI) number found on your WASFA Financial Aid Offer.

Contact your school's financial aid office for a copy.

Why we ask: *The majority of available scholarship opportunities through the Community Foundation are determined by financial need of the student's applying. While the WASFA does not provide a full picture of your individual financial needs, the SAI offers scholarship evaluators with a starting point and will be taken into consideration alongside your short essay response in the Universal Application.*

Character Limit: 25

Federal Student Aid Estimator

The Free Application for Federal Student Aid (FAFSA) form uses a Student Aid Index (SAI) table to calculate financial need, especially for low-income students. Many of our scholarships require your SAI number to help determine your financial need.

If you indicated above that you are still waiting on your FAFSA/WASFA to get your SAI number, you will need to use the Federal Student Aid Estimator to calculate your SAI as a placeholder until you receive your official Student Summary (SS) report from your FAFSA/WASFA.

***Note: you will not be eligible for an award until you submit your official FAFSA**

Student Summary. This is only meant as a placeholder to allow more time to submit your SS.

Follow this link to complete your Federal Student Aid Estimator.

SPECIAL NOTE

Upon receiving your FAFSA Submission Summary or WAFSA Financial Aid Offer, please send a copy to Tami Mason Lathrop at tami@thecommunityfoundation.com with the subject line, "[YOUR NAME] 2026 FAFSA/WASFA".

Federal Student Aid Estimator Results

Please upload a copy of your results from the Federal Student Aid Estimator.

Why we ask: The majority of available scholarship opportunities through the Community Foundation are determined by financial need of the student's applying. While the Federal Student Aid Estimator does not provide a full picture of your individual financial needs, it gives a standardized overview of your financial situation.

File Size Limit: 10 MB

Student Aid Index (formerly EFC)

Please insert your Student Aid Index (SAI) number found on your Federal Student Aid Estimator.

Why we ask: The majority of available scholarship opportunities through the Community Foundation are determined by financial need of the student's applying. While the Federal Student Aid Estimator does not provide a full picture of your individual financial needs, the SAI offers scholarship evaluators with a starting point and will be taken into consideration alongside your short essay response in the Universal Application.

Character Limit: 25

Community Involvement

Community Involvement

In the section below, we will ask you to share how you are involved in your community. This may include work, volunteering, helping neighbors, caring for family members, or participation in clubs, the arts, or music. We value many forms of contribution and recognize that meaningful community engagement looks different for everyone. Share and reflect on the experiences that matter most to you.

**Note: many scholarships give preference to students who demonstrate their involvement in their community. Try to show the impact of your community involvement (how it impacted you; the impact you made; the community impact) to stand out in your short essay responses.*

Community Involvement - Activities*

Please check all community involvement activities that you have been involved with below.

Choices

Active in faith community or religious/spiritual activities
 Caring for a family member(s)
 Club participation (school-sponsored or not school-sponsored)
 Community and/or civic engagement
 Community service
 Employment or paid work
 Hobbies or creative pursuits
 Music (band, orchestra, choir, etc.)
 Raising animals and/or crops
 School clubs Sports Volunteer work
 Work (employed job) Other
 I did not participate in any activities

Community Involvement - Activities (additional info)

Please use the section below to expand on the activities you selected above by indicating how long you participated in the activities and sharing what specific activities you did (*if you selected "Hobbies or creative pursuits", include what hobbies they are and how long you have been doing it - example: "drawing and watercolor - 3 years"*).

If you selected "other", please share what those activities were in this section.

Character Limit: 4000

Community Involvement - Prompt

Please select one of your favorite community involvement activities you listed above, and its importance in your life.

Character Limit: 2500

Short Essay Questions

Personal Statement*

Overcoming Barriers

Many students face challenges on their path to higher education. Describe an obstacle you have encountered and how you responded. What strengths did you develop as a result?

Character Limit: 2500

Education - Future Plans*

Educational Goals

What are your academic or career goals, and how do you see your education (college, trade/vocational) helping you achieve them? Please include why these goals matter to you

personally.

**Note: We know not everyone has figured this out yet and that's okay. It's fine to write about what you're interested in exploring; what you'd like to create or build; the people or communities you'd like to serve; or a problem in the world you'd like to help solve.*

Character Limit: 2500

Financial Picture*

Financial need does not look the same for everyone and FAFSA/WASFA does not give a full picture of your individual financial situation.

Please include as much information as you feel comfortable sharing when considering the following questions:

- What are your other financial responsibilities outside of your education?
- Are there any special financial or life circumstances that show or help explain your need for financial support to pursue your education?

Character Limit: 2500

Future Plans*

Looking Forward

Imagine yourself five to ten years from now. How do you hope your education will influence the person you become and the impact you make in the world?

Character Limit: 2500

Declarations

By submitting this scholarship application, you agree to the following:

- I understand that my request may not be funded or may only be partially funded
- The information above is true and correct to the best of my knowledge
- Any false statements may result in denial of consideration
- I give my consent to the Community Foundation of South Puget Sound to use the information provided for the purpose of scholarship award consideration

I agree to the declarations above*

Type your full, legal name below.

Dan R. Montgomery Supplemental

The Montgomery family established the [Dan R. Montgomery Scholarship Fund](#) in 2003 to encourage young folks to pursue higher education.

Dan R. Montgomery served the residents of Thurston County as their elected Sheriff from 1979 through 1986 and this scholarship fund was created in his honor to encourage young people to pursue higher education and career in law enforcement.

The specific focus of the fund is for students who wish to pursue the honorable profession of a law enforcement officer, and/or careers that support law enforcement through crisis response (mental health crisis responders), or social work (who provide training and/or mental health services to law enforcement staff).

Award amount: \$2,000 (*Renewable for one additional year*)

Eligibility & Criteria:

- Graduating high school senior residing in Thurston County.
- Planning to pursue a career in law enforcement OR another field, such as social work, related to the law enforcement sector.

Preference will be given to applicants who:

- Identify as a person of color.
- Planning to attend a post-secondary institution within Washington State.

Personal Statement*

Please tell us specifically what career in law enforcement you are planning on pursuing and why it is important to you, personally.

If you are planning a career in another field such as social work, please be explicit in describing how it supports law enforcement (e.g. mental health services for law enforcement, outreach and crisis response that complement law enforcement efforts, etc.).

Character Limit: 3000

Henry J. Melusky Scholarship Supplemental

The [Henry J. Melusky Memorial Scholarship Fund](#) was established in 2005. Mr. Melusky taught math at Olympia High School for 37 years. To honor his dedication to education, his loving family and devoted friends are offering this scholarship to assist graduating high school seniors from Olympia High School, Olympia, Washington.

Award amount: \$4,000

Eligibility & Criteria:

- Graduating senior from Olympia High School.
- Must attend a college or university in Washington State.

Preference will be given to applicants who:

- Are planning to pursue a teaching degree in mathematics.

Students planning to pursue a teaching degree or a degree in the fields of meteorology, music, or environmental studies are also eligible to apply.

Personal Statement*

Henry J. Melusky, for whom this scholarship was created in honor of, was a dedicated math teacher at Olympia High School for 37 years.

Please use the space provided to tell us more about why you are planning to pursue a career in teaching mathematics or teaching, OR why you are planning to major/study mathematics, meteorology, music, and/or environmental studies.

Character Limit: 3000

Jay Elder Creativity Challenge Scholarship Supplemental

The [Jay Elder Creativity Challenge Scholarship](#) was created to honor Jay's memory by providing scholarships to Olympia High School seniors who showed creativity or innovation in pursuit of their science or math studies. Jay believed that sometimes, some of the brightest and best students go unrecognized in high school and was always looking for ways to encourage unique and wonderful minds.

Award amount: \$1,500

Eligibility & Criteria:

- Graduating senior from Olympia High School.
- Planning to pursue a post-secondary education including four-year university, community college, vocational, trade school, or other educational institution (full-time or part-time enrollment).

Preference will be given to applicants who:

- Showed creativity or innovation in pursuit of their science, technology, engineering, or math studies.
- Special consideration is given for non-traditional learners, who might exhibit an unconventional approach to learning.

Personal Statement*

Created by his family to honor his life, the Jay Elder Creativity Challenge seeks to support Olympia High School seniors who showed creativity or innovation in the pursuit of their science or math studies. Jay believed that sometimes, some of the brightest and best students go unrecognized in high school and sought to nurture a sense of outside-of-the-box thinking, ingenuity, creativity, and curiosity with all of his students.

Please use the space provided to share with us about a time in which you demonstrated "out-of-the-box" thinking, ingenuity, creativity, or curiosity with regard to your science, technology, engineering, or math pursuits.

Examples include but are not limited to: school projects, personal life, home life, work life, volunteer work, etc.

Character Limit: 3000

John and Opal McGimpsey Supplemental

The [John and Opal McGimpsey Scholarship Fund](#) was created in 2006 by John and Opal McGimpsey to benefit graduating seniors of Olympia High School and North Thurston High School. This scholarship is guided by three strong beliefs: (1) that education is important, (2) that scholarships of significant dollar value would help conscientious students remain more focused on their studies, and (3) that students who are not necessarily the highest scholastic achievers, but have a strong work ethic, as well as ability and commitment, should have the opportunity for this scholarship.

Award amount: \$12,500 (*Renewable*) awarded to one student from Olympia High School AND \$12,500 (*Renewable*) awarded to one student from North Thurston High School

Eligibility & Criteria:

- Graduating senior from OHS or NTHS.
- Planning to attend a two- or four-year accredited public institution in Washington State.
- Minimum cumulative GPA of 3.0.
- No relation to donors and/or their family.

Preference will be given to applicants who:

- Plan on living in student housing, particularly in the first year of post-secondary education.
- Can demonstrate financial need.

Special Note

The McGimpsey Scholarship Selection Committee will choose candidates from each high school (Olympia and North Thurston) to interview for this award. If chosen as a candidate, you will be required to attend a virtual interview that will be scheduled between May 4th - May 15th.

****The interview date will be announced by April 24th***

Scholarships*

Please list all other scholarships you have applied for and include the following information (*bullet-point lists are preferred*):

- Name of scholarship
- Award amount (can be a range)

- Is this scholarship renewable?
- Have you already been notified if you are an award recipient? If so, what was the result?

NOTE: If you have not applied for any other scholarships at this time, please put "N/A" (Not Applicable) in the space provided.

Character Limit: 5000

Scholarship & Financial Context - prompt

The John & Opal McGimpsey Memorial Scholarship gives preference to students who demonstrate financial need and/or plan to live in the dorms during their freshman year of college.

Please share how this scholarship would support your ability to attend college and describe your financial circumstances. We recognize that financial need may not always be fully reflected in aid formulas or the Student Aid Index (SAI). We encourage you to share any additional context—such as family responsibilities, unexpected expenses, or other factors—that affect your ability to pay for college.

This should be an expanded response from your financial need short essay question to demonstrate your financial need to evaluators.

Character Limit: 2500

Learning Seed Scholarship Supplemental

The Learning Seed Scholarship Fund was established by the Learning Seed Foundation to assist graduating high school seniors in Pierce and Thurston Counties in obtaining a higher education. This scholarship is designed to benefit primarily students of color who have overcome significant obstacles and demonstrate a commitment to others.

Award amount: \$3,000 (*renewable*)

Eligibility & Criteria:

- Graduating senior from a high school in Thurston or Pierce Counties OR students who have a General Education Degree (GED).
- Demonstration of **significant** financial need.

Preference will be given to applicants who:

- **Identify as a person of color.**
- Demonstrate a commitment to others through volunteer projects and active participation in school, church, or community.
- Have overcome significant obstacles that have tested the applicant's resilience.

Personal Statement*

The Learning Seed Foundation Scholarship is designed to benefit primarily students of color who have overcome significant obstacles and demonstrate a commitment to others.

Please use the space provided to tell us about a time in which you overcame a significant obstacle AND/OR a time in which you demonstrated a commitment to others.

Character Limit: 3000

Mike and Sharon Welsh Scholarship Supplemental

Michael Francis Welsh, born April 5, 1943, died on the first of March 2020. Mike was a smart and dedicated student that loved to read. Mike was granted the National Merit Scholarship in 1961, after his graduation from Gonzaga Preparatory School. He attended the University of Pennsylvania as a National Merit Scholar and after graduating from Penn he continued his education at the Wharton School of Business, receiving his MBA from Wharton in 1967. In Mike's memory, his family has established the [Mike and Sharon Welsh Scholarship Fund](#).

Award Amount: \$3,000

Eligibility & Criteria:

- Graduating senior from Olympia High School.
- Planning to attend a 2 or 4-year college or university.
- Planning to pursue studies related to education or teaching.

Personal Statement*

Michael Francis Welsh, for whom this scholarship was made in honor of, was a smart and dedicated student that loved to read and was married to Sharon Welsh, who was an educator her entire working career.

Please use the space provided to tell us more about why you are planning to pursue a career and/or major/studies in education or teaching.

Character Limit: 3000

Next Step Scholarship Supplemental

The [Next Step Scholarship Fund](#) was established to assist students planning to pursue a trade, vocation, or a career in a specific profession.

Award Amount: \$1,500 (Renewable)

Eligibility & Criteria:

- Graduating senior from a public high school in Thurston, Mason, or Lewis Counties, or Raymond (Pacific County).
- Cumulative GPA between 1.75 and 2.75.
- Plans to attend a trade school, apprenticeship program, vocational school, or community college.

Preference will be given to applicants who:

- Have performed well over time or has steadily improved.
- Exhibit a positive attitude, willingness to learn, and an ability to follow directions.
- Demonstrates a strong potential for successful program completion.

Attendance*

Please upload an attendance report for all four-years of high school.

NOTE: If you are unable to acquire a copy of this report, use the space provided to briefly explain the situation.

Character Limit: 1000 | File Size Limit: 2 MB

Richard J. Geiger Memorial Supplemental

The [Richard J. Geiger Memorial Scholarship Fund](#) was established in memory of Rich Geiger, a Conservation District Engineer serving multiple western Washington areas, working to protect and restore the ecological health of the Puget Sound. Those who knew Rich remember him not only as a topnotch engineer, but as a sweet and funny many who cared deeply about the people he interacted with.

Award amount: \$1,000

Eligibility & Criteria:

- Graduating senior from a high school in Mason or Thurston County.
- Planning to pursue a degree in Engineering.
- Minimum cumulative GPA of 3.5.

Preference will be given to applicants who:

- Are graduating from a Mason County high school.
- Demonstrate an interest in engineering to improve the environment or society.
- Plays a musical instrument.
- Has experience in mentoring and/or tutoring programs.
- Provide evidence of financial need.

Personal Statement*

The purpose of this scholarship is to honor Richard's legacy and carry forward his commitment to mentoring those interested in pursuing engineering as a career.

Please use the space provided to tell us more about why you are planning to pursue a career in engineering.

Character Limit: 3000

Russell Legacy: Women in STEM Scholarship Supplemental

The purpose of the [Russell Legacy: Women in STEM Scholarship Fund](#) is to recognize and support exceptional students who have demonstrated a passion for and commitment to the fields of science, technology, engineering, and mathematics (STEM).

Award amount: \$5,000 (*Renewable*)

Eligibility & Criteria:

- Graduating high school senior from a high school in Lewis, Mason or Thurston counties.
- Planning to pursue studies in the fields of science, technology, engineering, or math (STEM).
- Planning to pursue post-secondary education at a four-year college or university.

Preference will be given to applicants who:

- Identify as female, with the aim of promoting gender diversity and representation in the STEM fields.
- Demonstrate financial need.

Personal Statement*

The Russell Legacy: Women in STEM Scholarship Fund was created to support exceptional students who have demonstrated a passion for a commitment to the fields of science, technology, engineering, and mathematics (STEM).

**preference will be given to applicants who identify as female, with the aim of promoting gender diversity and representation in STEM fields, and those who demonstrate financial need.*

If you are unsure if your field of study is eligible for STEM, please refer to the DHS STEM or Healthcare Degree List. If you are unable to find your major on this list, you are not eligible for this scholarship.

Use the area below to provide the following information:

- List which STEM area of study or major.
- Share why you are passionate about the STEM field you have selected and, if you know, what career path you plan to pursue.
- Why do you think it is important to have gender diversity in STEM careers?

Character Limit: 3000

Sophia Joe Scholarship Fund Supplemental

Sophia Joe Supplemental Question

The [Sophia Joe Scholarship Fund](#) encourages graduating seniors from Thurston County who are pursuing studies in business or a related field to develop their vision for leadership and positive change, both within their community and beyond.

Award amount: \$2,500

Key Criteria

- Graduating senior from a high school in Thurston County
- Pursuing a business-related degree at a four-year college or university
- Minimum GPA of 3.5 or higher
- Has demonstrated leadership and community service
- Preference may be given based on financial need

Applicants will be evaluated on their impact, leadership, and vision, as demonstrated by:

- Community service involvement or a commitment to helping others.
- Leadership or responsibilities outside of school, including work, volunteering, or caring for family members.
- Thoughtfulness and vision, as demonstrated by an essay responding to the question:
 - *What community project or initiative do you think would make the biggest positive impact in Thurston County, and why?*

Please use the space below to demonstrate and share how you meet the (3) bulleted areas listed above.

Character Limit: 3000

Recommendation Instructions

All applicants are required to submit two references.

- References can be from a current or former teacher (or other school official) or from a personal contact such as an employer, coach, community member, or religious or spiritual leader (excluding immediate family members).
- Each submission must be from a different person.
- Your reference can be submitted by using the online form **OR** by uploading a letter.

Each reference will be asked to complete a short online Reference Questionnaire. The Reference Questionnaire must be submitted by each reference no later than **March 27, 2026 at 11:59pm**.

- It is recommended that you send your request for a reference well in advance of the due date. **Frequently, references are not received by the due date if the request has been made less than one week prior to the deadline.**
 - You can check the status of your Reference Questionnaires at any time by logging into your account and viewing the status of "Third Party Responses" on your home page.
- For further details, you can click "Edit Application" or "View Application" and scroll to the "Reference" section of your application.
- **SPECIAL NOTE:** Verify you have provided the correct email address. Sometimes, school district email addresses are often protected with anti-virus/spam software, resulting in the Reference Questionnaire link or your composed email not being received. Make sure your references check their spam/junk folders.
 - If your application is still in DRAFT status, and you have already checked 1) with your reference and asked them to check their spam/junk folder, 2) the email address you provided is correct, and they are still not receiving the email with the Reference Questionnaire link, you can click "Compose Email" again to resend an email and the link.

Letters of Recommendation

Recommender's Email*

Please follow the instructions below to send an electronic request for a letter of recommendation. You will be unable to see what is written in the recommendation. After submitting your application, you will be able to see if a recommendation has been submitted from your dashboard (this is found by clicking the house button at the top of your screen).

1. Enter the email address for the person who will write you a recommendation.
2. Click 'Compose Email'.
3. Write an email to the recommender.
 - Be sure to include details, such as why you are asking for this recommendation
 - The due date (March 27, 2026)
 - Let them know they can use our online letter which prompts questions about you, or they can upload their own letter of recommendation (but still need to access the online form)
4. Click 'Send'.
5. In addition to your email, the system will automatically send the recommender a

second email that contains their link to log on and complete the applicable questions.

Click [here](#) for additional instructions on how your recommender will submit their recommendation.

Character Limit: 254

Tips for using the online scholarships platform:

- Required fields are indicated with an asterisk *.
- Character limits include spaces and punctuation.
- To work on your recommendation in a language other than English, please use the "Select Language" drop down button in the top left corner to activate Google Translate.
- Check Your Work!
 - Double check formatting and character count after copying/pasting from Word, as there are software differences that can cause an error in how your recommendation appears on our scholarship platform.
- Saving Your Recommendation
 - While there is an autosave feature, double check for a "Save" button at the bottom of the page before closing your browser.

- The size of text boxes may be adjusted by dragging the lower right corner.

If you have any questions or concerns about submitting your responses, please contact Community Foundation staff at info@thecommunityfoundation.com or call 360-705-3340.

[Click here to view all available scholarship opportunities.](#)

Note: this recommendation is attached to a universal application. Upon completion of the application, the student will be notified which scholarship opportunities they are eligible for based on their responses.

Thank you for supporting a student's scholarship application!

Thank you for your willingness to serve as a reference for this student's universal scholarship application with the Community Foundation of South Puget Sound (CFSPS). We want you to know that your answers to this form are confidential to CFSPS. No one outside of the CFSPS scholarship process, which is comprised of CFSPS staff and scholarship evaluators, will have access to your responses.

Please answer the questions below, providing as much detail as you are able, **or use the file upload at the bottom to submit your own Letter of Recommendation (if you upload your own LoR, you do not have to answer the questions below, with the exception of the first one).**

IMPORTANT: Please do not leave any question blank.

Forms with unanswered questions will cause the application to be flagged as incomplete. If you do not have enough knowledge to answer a question, please type "unable to answer" and move forward to the next question. PLEASE CLICK "SUBMIT" once completed to ensure that your response is received.

Answer to each question are automatically saved as you work. The deadline to provide a response is **March 27, 2026 at 11:59pm.**

For more details on how to fill out your Recommendation through the Community Foundation's scholarship portal, please visit this LINK.

In what capacity have you known this student?*

Examples include, but are not limited to, teacher, counselor, coach, religious leader, supervisor (work and/or volunteer), and neighbor.

Character Limit: 250

Student Strengths

What would you say are this student's 2 greatest strengths and how have you seen them utilize these strengths?

**Strengths can refer to the student's personality, work ethic, passions, lived experiences, or anything else that makes them unique.*

Character Limit: 2000

Student Growth

Describe a time in which this student was passionate about what they were doing OR succeeded in meeting a goal.

How has this passion/success contributed to the student's overall growth? **How can you see it** helping the student in the future?

Character Limit: 2000

Final Comments

Is there anything additional you would like to share about this student? Are there any special circumstances this student has faced, or is facing, of which we should be aware?

Character Limit: 2000

Letter of Recommendation (upload)

Please upload your letter of recommendation letter here if you chose not to use our prompts above and have a personal letter to use instead.

File Size Limit: 10 MB