

# CFNCW Evaluation Instructions

1. Go to [www.cfncw.org](http://www.cfncw.org) and click on “Scholarship Login” at the top right of the page

[News and Events](#) | [Reserve Conference Room](#) | [Join Our Mailing List](#) | [Fundholder Account Login](#) | [Scholarship Account Login](#)



2. Log in using the username and password you have been assigned. *Your username is your email address. If you cannot remember your password, please use the “Forgot your Password?” link. Do not create a new account.*

Lagon Page

---

**Email Address\***

**Password\***

[Forgot your Password?](#)

or

Welcome to the Community Foundation of North Central Washington's online scholarship portal.

**New Users:** Please click on "Create New Account" to complete the registration process and create your lagon credentials.

**Existing Users:** Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password" link to the left to reset your password.

3. Click on “Staff Evaluator”

My Evaluations

---

**Application Evaluation**

---

**Staff Evaluator** 5

- Next you will see a list of scholarships for your review. To view an application, click on the Review Icon on the far right (highlighted in image below).

**TIP:** If you sit on more than one committee, we recommend you use the “Search” box at the top to sort applications by scholarship fund. In the example below, by typing “Altrusa” in the search box, only the applications for the Altrusa Scholarship Fund will show. The remaining applications will reappear when the search box is empty again.

## Application Evaluation Assigned

Altrusa

Committee Member 4

PROCESS	APPLICANT	APPLICANT NAME	SCORE	STATUS
Altrusa Club of Wenatchee Scholarship	Allison Child	Allison Child	-	
Altrusa Club of Wenatchee Scholarship	Suzie Student	Suzie Student	-	
Altrusa Club of Wenatchee Scholarship	Madison White	Madison White	-	
Altrusa Club of Wenatchee Scholarship	Wyatt Mires	Wyatt Mires	-	

- Now you are viewing the Evaluation Page. Click on the “Application Packet” button. This will allow you to view the entire scholarship as a PDF file.

## Evaluation

Altrusa Club of Wenatchee Scholarship

[Return to Application Evaluation Assigned](#)

Application Packet

Evaluation Packet

Question List

**Project Name:** Allison Child

**Process:** Altrusa Club of Wenatchee Scholarship

**Applicant:**

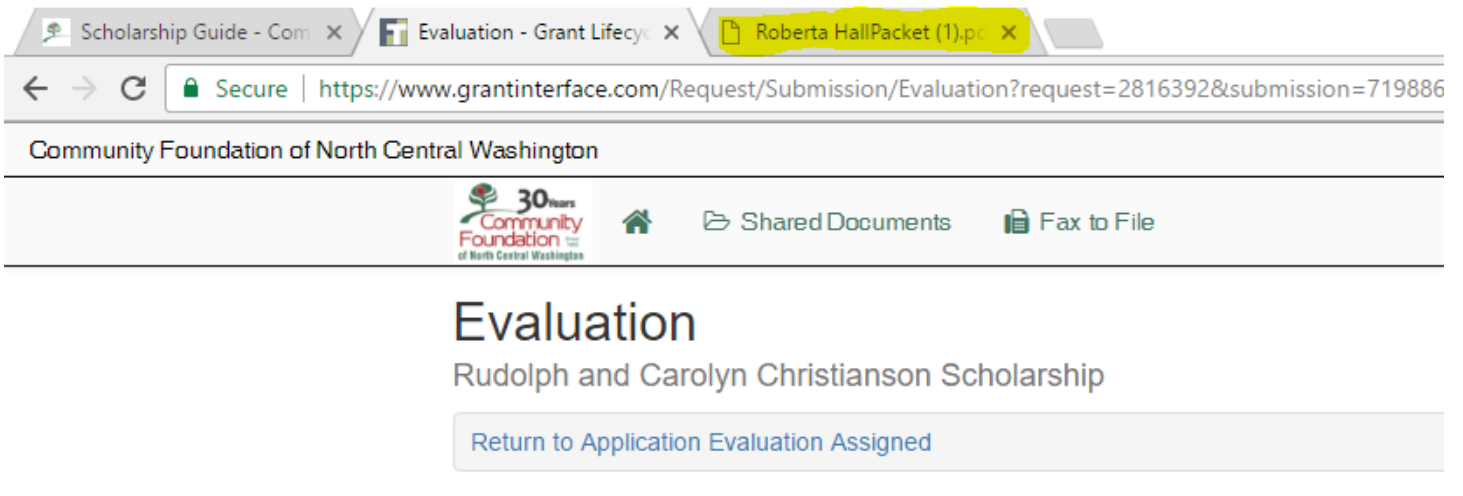
Allison B Child  
 allison@childhood.com  
 509-663-6568  
 1509 First Street  
 Wenatchee, WA 98801

Request Documents 4

Request Comments 0

No Comments have been Added.

**TIP:** Your computer may ask you to save the file before you can open it. The PDF will open in a separate tab on your internet browser.



6. After reviewing the full application, go back to the Evaluation Page (in the other tab) and scroll down to view the evaluation questions.
7. Please answer all evaluation questions and hit “Save” at the bottom of the screen.

▼ Evaluation Questions

The scores and notes you include below will be shared with your other committee members. Please provide answers to the following evaluation questions using the scoring scale below:

- 1 - Strongly Disagree
- 2 - Disagree
- 3 - Neutral
- 4 - Agree
- 5 - Strongly Agree

**This student demonstrates academic potential.\***

1 2 3 4 5

**This student has been highly involved in his/her school and/or community.\***

1 2 3 4 5

**This student demonstrates financial need.\***

1 2 3 4 5

8. A confirmation page will appear.

## Confirmation Page

✓ The Evaluation has been saved.

Continue

**TIP:** If the evaluation was incomplete, you will be given an option to return to the evaluation or continue on with other evaluations. The scholarship will not get the green check mark until all evaluation answers are completed.

9. Once an evaluation is complete, the “Status” will show a green check mark and the evaluation will be assigned a score according to your evaluation answers.

### Application Evaluation Assigned - Committee Member

PROCESS	APPLICANT	PROJECT	SCORE		STATUS
Altrusa Club of Wenatchee Scholarship	Allison Child	Allison Child	84%		✓
Bob and Nita Paine Scholarship	Allison Child	Allison Child	-		!
Altrusa Club of Wenatchee Scholarship	Suzie Student	Suzie Student	-		!
Altrusa Club of Wenatchee Scholarship	Madison White	Madison White	-		!

10. Continue reviewing applications and completing evaluations until all of your assigned applications show as complete with a green check mark. **Once you have completed your evaluations, you are responsible for getting in touch with your other committee members to discuss your final recommendation to the Community Foundation.** You can find contact information for your committee members on the Scholarship Info Sheet you received by email. If you cannot locate that information, please contact Allison Neher by email ([allison@cfncw.org](mailto:allison@cfncw.org)) or by phone at 509-663-7716.

**PRO TIP:** You can view the evaluation responses from your other committee members by going back to the Evaluation page of the application (by clicking on the Review Icon) and clicking on “Evaluation 1 – Staff Evaluator”, which is found directly under the “Request Documents” and “Request Comments”.

> Request Documents **4**

> Request Comments **0**

Application Evaluation 1-Committee Member