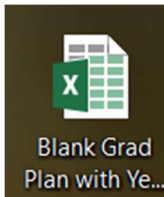


## Chase Foundation Best Practices for December and May Submissions

1. Send submission from your school email account and cc: yourself at a secondary email address (gmail, yahoo, icloud, etc... so that you have a copy of your send). For many of you, your school address has become more primary than when you first began with the scholarship program so you may already be doing this. 😊
2. Continue to check your email once you've "checked out" for the semester. A personal reply with feedback should shortly follow your submission. If it's been a week and you've not seen a personal reply but you have seen (and read) the auto-reply, please contact us to inquire.
3. Use pdf attachments as often as possible. Even your grad plan file can be "printed" to be able to save as a pdf. They are compact files and more secure in the IT environment.
4. Be sure you are receiving an auto-reply when you submit to the [scholarships@chasefoundation.com](mailto:scholarships@chasefoundation.com) address. It might be going to your spam/junk folder, please be sure you are receiving it. Also, please read it. Some scholars are receiving an auto-reply that says your submission was rejected rather than received. This is important information to you.
5. Please be sure you have a notification set for yourself a couple of days before the Dec and May due dates. The May due date you could probably set a week prior notification for yourself. Once your semester is done and your grades have posted, there is not a need to wait until the due date. The earlier you can submit, the sooner we can get you a personal reply with feedback about your submission. We understand that early submissions are not always possible but should you have the opportunity to submit early, please do. 😊
6. If you'll be sending your grad plan as an excel file, be sure the macros are disabled.

Sample 1 (good)



Sample 2 (not good)



To disable:

### How to Disable macros in Excel?

1. Click the File tab > Options in Excel.
2. Select Trust Center from the left-hand pane, and then click Trust Center Settings.
3. Select Macro Settings from the left menu, then Disable all macros without notification and click OK.

OR - <https://www.youtube.com/watch?v=nPiFs2KENOY>