



THE COMMUNITY FOUNDATION  
*of* FREDERICK COUNTY  
*For Good. Forever. For Frederick County.*

## Scholarship Committee Overview For the 2021-2022 Academic Year

### Scope of the Scholarship Committee

The Scholarship Committee makes recommendations to the Scholarship Leadership Committee regarding scholarships from funds for which the Community Foundation has the responsibility of choosing awardees. The Scholarship Committee ensures that all scholarships are awarded according to the scholarship funds' criteria and in accordance with all policies and regulations.

**IMPORTANT – Please note:** If you have immediate family (children, step-children, or spouse) planning to apply for a scholarship, your participation will have to be deferred to another year. All Scholarship Committee members are required to sign a conflict of interest form verifying that no applicants related by immediate family blood or marriage are applying for scholarships. You will also be asked to disclose the names of any other applicants you know personally so that we can be sure to assign the review of their applications to other committee members. If you are not sure if you would have a conflict of interest with an applicant, please contact Sonia Tineo, Community Impact Associate, at [s.tineo@FrederickCountyGives.org](mailto:s.tineo@FrederickCountyGives.org) or by phone at 301.695.7660 to discuss.

The Scholarship Committee deliberates in the late spring prior to the beginning of the academic year for which scholarships are being awarded.

The Scholarship Committee is composed of approximately 80+ volunteers each year.

All committee members:

- A. sign a conflict of interest statement and confidentiality agreement prior to any deliberations
- B. recuse themselves from any committee deliberation where a potential conflict of interest may arise (related to an applicant by blood or marriage)
- C. use their own computer (PC, Mac, or iPad) to access the electronic applications via a portal on the Community Foundation's website
- D. are able and comfortable communicating via email
- E. attend one orientation meeting in March
- F. understand the importance of timeliness in their responses in committee deliberations

- G. are able to dedicate 10 to 20 hours to review scholarship applications in April
- H. are assigned up to five scholarship funds for which to review applicants, with pools generally ranging between one and 50 applicants
- I. collaborate and work with other committee members in a collegial style to ensure that the best applicants receive the scholarships

Each scholarship fund has a Scholarship Selection Committee, which is a sub-set of the Community Foundation's Scholarship Committee, to review applications that meet that particular fund's criteria.

A Chairperson, appointed by the Community Foundation, will coordinate each Scholarship Selection Committee's deliberations, facilitate the decision-making, ensure that all committee members participate, and submit the committee's recommendations for recipients and alternates on a ballot to the Community Foundation staff. The recommendations of the Selection Committees are then approved by the Scholarship Leadership Committee—a group of five people appointed by the Community Foundation's Board of Trustees.

Scholarship Selection Committees meet in one of three ways:

- A. Via email with fund representatives or donors who participate in the deliberations
- B. Via email with other committee members without participation from a donor or fund representative
- C. In person with fund representatives or donors who participate in the deliberations [Note: these meetings will be held virtually until such time as it is deemed safe to meet in person]

All committee members are invited to an hour-long, virtual orientation in March to learn about the scholarship software, timeframe for scholarship decisions and meeting, scoring applications, and scholarship issues. Attendance at the orientations is not mandatory but is strongly encouraged. (See calendar below for a schedule of orientations.)

If determined to be safe, all Scholarship Committee members will be invited to a celebratory luncheon in mid-May at Dutch's Daughter to review the list of recipients and alternates approved by the Scholarship Leadership Committee and to debrief about the year's scholarship season.

### **Background on the Application Process**

The Community Foundation uses online scholarship software to manage the scholarship program from beginning to end. Students complete just one application to be considered for all the scholarships available each year. The scholarship software

is programmed to match each application against each scholarship fund's criteria. Those applications that match the scholarship fund's criteria are then included in the applicant pool. The software also creates a unique subset of the student's application which includes those portions of the application that are relevant to each scholarship.

In each of the last two years, more than 1,100 applications have been submitted and more than \$1 million in scholarships have been awarded.

Your role as a committee member makes our program possible! Thank you!

### **Scholarship Committee Orientations**

Scholarship Committee members and participating scholarship donors are invited to attend **one** of the orientations listed below. Each orientation is limited to 20 attendees. Orientations will be held virtually. Look for email invitation in early February 2021.

March 9, 9:00 – 10:00 am  
March 17, 3:00 – 4:00 pm  
March 25, 12:30 – 1:30 pm

### **Scholarship Selection Committee Work Schedule for 2021**

March 1 – 31	Application period
April 1 – 9	Staff prepares for review by Selection Committees
April 9 – May 1	Scholarship Selection Committees review applications and identify recipients and alternates to recommend
April 10 – 23	Virtual Community Foundation meetings
May 1	Ballots due to the Community Foundation
May 17 [tentative]	Scholarship Committee Luncheon at Dutch's Daughter Restaurant, 11:30 a.m. – 1:30 p.m.

***If you are interested in joining the Community Foundation's Scholarship Committee, please contact Sonia Tineo at 301-695-7660 or [s.tineo@FrederickCountyGives.org](mailto:s.tineo@FrederickCountyGives.org).***

***Please note that staff is currently working remotely.***

***We hope you will volunteer for this important service to our local students!  
Thank you!***