



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

Scholarship Committee Overview

Scope of the Scholarship Committee

The Scholarship Committee makes recommendations 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.

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 90+ volunteers each year.

All committee members:

- A. sign a 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.

All committee members are invited to an hour-long 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.

All Scholarship Committee members are 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 then are included in the applicant pool.

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.

Scholarship Selection Committee Work Schedule for 2019

March 1 – 31	Application period
April 1 – 10	Staff prepares for review by Selection Committees
April 11 – May 1	Scholarship Selection Committees review applications and identify recipients and alternates to recommend
April 23 – 26	In-person meetings at the Community Foundation
May 1	Ballots due to the Community Foundation
May 13	Scholarship Committee Luncheon at Dutch's Daughter Restaurant, 12 noon – 2 p.m.

If you are interested in joining the Community Foundation's Scholarship Committee, please contact Alysa Munday at 301-695-7660 or a.munday@FrederickCountyGives.org.

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