



THE COMMUNITY FOUNDATION
of FREDERICK COUNTY

For Good. Forever. For Frederick County.

Scholarship Committee Overview For the 2020-2021 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 Alysa Munday, Community Impact Associate, at a.munday@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 on scholarships in which the Community Foundation chooses without participation from a donor or fund representative
- C. In person with fund representatives or donors who participate in the deliberations

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. (See calendar below for a schedule of orientations.)

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. 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 at the Community Foundation. Look for email invitation in early February 2020.

March 3, 9:00 – 10:00 am
March 4, 3:00 – 4:00 pm
March 5, 9:00 – 10:00 am
March 11, 3:00 – 4:00 pm

Scholarship Selection Committee Work Schedule for 2020

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 20 – 24	In-person meetings at the Community Foundation
May 1	Ballots due to the Community Foundation
May 11	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!***

