



## Local Scholarship Committee Handbook

Revised July 2022

## TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
Table of Contents	1
A. The Challenge of Paying for College	2
B. Scholarship Amounts and Payment Procedures	2
C. Your Role as a Scholarship Committee Member	2 - 3
D. Internal Revenue Service and TeamMates Mentoring Regulations	3
E. Establishing the Scholarship Application	3 - 4
F. Evaluating Scholarship Applicants	4
G. Determining Award Amount and Renewability	5 - 6
H. TeamMates Central Office Scholarships	7
I. Publicity	7
Sample Scholarship Application	8 - 9
Sample Scoring Rubric	10 - 11
TeamMates+ Staff	12

## A. THE CHALLENGE OF PAYING FOR COLLEGE

Attending college can be costly, and many students need financial assistance to accomplish this goal. Most students pay for their college education through a combination of scholarships, grants, loans, work-study options, jobs, and family contributions. Post-secondary schools vary tremendously in the way they package a student's financial aid. Colleges look at a variety of factors to determine a student's financial aid award, including but not limited to:

- Parent income and assets
- Student income and assets
- Number of family members
- Number of family members in college

All students who receive some form of financial aid from their college or the government are obligated to report any other scholarship awards that they receive to their post-secondary institution. This requirement is based on federal regulations that prohibit colleges from over-awarding financial aid.

To help mentees with the expense of post-secondary education, we strongly encourage each TeamMates chapter to raise funds for a local scholarship. The standard amount of most chapter scholarship awards range between \$500 and \$2,000. **Scholarship awards should not exceed \$2,000 per academic year.** This limit is to minimize the displacement of other financial aid given to the student (state, federal or institutional). Whenever possible, scholarship committees should explore the option of renewable awards. If scholarships are renewable, it is important to look at the student's grades and verify enrollment annually.

## B. SCHOLARSHIP AMOUNTS AND PAYMENT PROCEDURES

Frequently, there will be a gap between the amount of aid colleges award and the total cost of schooling. Ideally, chapter scholarship awards help to lessen this gap.

Scholarship awards may only be applied toward tuition, books, and related student fees. **Scholarship funds are to be paid by the chapter directly to the post-secondary institution and should never be disbursed to the student.** Prior to sending a scholarship payment to an institution, verify enrollment and eligibility with the school. The student's full legal name and birth date will be needed to verify enrollment.

### *Please Note:*

Make sure that scholarship awards are not used to substitute for grant aid that colleges have already committed to students. When that happens, we are, in effect, providing aid to the institution rather than the student. We must inform colleges, and at the same time alert the student, that our scholarship should be used to:

- Fill an unmet need
- Reduce loan amount
- Reduce work-study commitment

## C. YOUR ROLE AS A SCHOLARSHIP COMMITTEE MEMBER

### 1. Stewardship

As part of the scholarship committee for your chapter, your role is to ensure that the original intent of the scholarship fund is followed. Often a generous donor has provided funds for the scholarship. You are a steward of the fund and its purpose. Additionally, your role is to promote the availability of the scholarship and participate in the selection of award winners.

## 2. Scholarship Review

Annually, scholarship committee members should meet to discuss the following prior to advertising the scholarship for that year:

- A description of each scholarship to be offered
- The amount available in the fund(s)
- Scholarship criteria and application
- Evaluation and scoring process

Please read each year's applications, rate them according to the scoring rubric (a sample can rubric be found at the end of this handbook) and come prepared for discussion at the designated application review meeting.

## 3. Committee Composition

Active scholarship committee members should be in place for each scholarship. Donors and/or their family members frequently serve on the scholarship committee, but they **CANNOT make up the majority of the committee nor make any award selection decisions on their own (Pension Protection Act)**.

## 4. Consulting the Experts

Reviewing and updating the scholarship process is an important function of the scholarship committee. It may be helpful to include at least one member who has experience with college admissions and/or financial aid on the committee.

## D. INTERNAL REVENUE SERVICE AND TEAMMATES MENTORING REGULATIONS

The scholarship committee must comply with the following Internal Revenue Service (IRS) and TeamMates Mentoring regulations:

- There must be a specific application process that mentees must complete to be considered for the scholarship.
- Selection of recipients must be made on an objective (unbiased), non-discriminatory basis.
- There must be no benefit to a donor.
- Members of a selection committee must disclose any familial relationship with an applicant.
- The number of selection committee members should be an odd number (3,5,7) and does not have to include the entire board.
- Each applicant must be ranked against stated selection criteria. Using a scoring rubric is recommended.
- Donors and/or their family members CANNOT make up the majority of a scholarship committee nor make any award selection decisions on their own (Pension Protection Act).
- Scholarship awards may only be applied toward tuition, books and related student fees and should never be disbursed directly to the student. Scholarship awards should be sent directly to the school.

## E. ESTABLISHING THE SCHOLARSHIP APPLICATION

The scholarship committee will establish criteria to ensure the intent of the scholarship is carried out as defined by the donor or foundation. Occasionally, a donor will stipulate criteria when setting up a scholarship. However, in most instances, the responsibility of drafting criteria is left up to the scholarship committee and/or TeamMates staff.

### 1. Suggested Criteria

Below are suggested criteria for mentees to be eligible for your scholarship. Each chapter's scholarship committee is free to determine its own specific eligibility criteria. However, it is recommended to have fewer and more

general criteria to help the greatest number of students access scholarship funds (creating too restrictive criteria can become a barrier).

- **TeamMates Participation** – Applicant has participated in TeamMates program a minimum of three years
- **TeamMates Commitment** – Applicant has been committed to meeting with their mentor on a regular basis
- **TeamMates Current Status** – Applicant is a current mentee, unless:
  - The mentor or mentee moved within twelve months prior to January 1<sup>st</sup> of the mentee’s senior year.
  - The mentee’s match ended, and the Program Coordinator could not rematch them with a new mentor within twelve months prior to January 1<sup>st</sup> of the mentee’s senior year.
- **Post-Secondary Enrollment** – Applicant plans to enroll at a post-secondary institution. Enrollment will be verified.

## 2. Creating Your Chapter’s Scholarship Application

A sample scholarship application has been provided at the end of this handbook that you are welcome to modify. Your committee can develop the application in a manner that best suits your local chapter’s scholarship.

## F. EVALUATING SCHOLARSHIP APPLICANTS

A fair and objective decision-making process is essential when evaluating scholarship applications. Each applicant should be screened using predetermined categories. The following are suggested categories for evaluation. Each chapter’s scholarship committee can determine the specific categories it would like to use, and the committee may choose to give more weight to categories determined to be of greater importance.

- **Grade Point Average (GPA)** – To measure academic performance and potential for success
- **Activities** – To analyze involvement in extracurricular activities and community service
- **Essays** – Does the student effectively answer the questions?
- **Letter of Recommendation** – To provide an assessment of achievement, potential, character, and motivation

To assist in the evaluation process, committee members are encouraged but not required to use a scoring rubric. A sample rubric with associated point values is provided at the end of this handbook. You are welcome to modify and use this sample to suit your scholarship needs.

While evaluating applications please be mindful that our purpose is to help students reach their full potential. The applicants represent various academic and socio-economic levels. As you review the applications, focus on the content, not spelling or grammar.

The selection committee is not allowed to give preference based on age, race, religion, gender, sexual orientation, or national origin. Additionally, the selection committee is not allowed to give preference to mentees that are matched with a board member or the Program Coordinator(s).

## **G. DETERMINING AWARD AMOUNT AND RENEWABILITY**

When creating a chapter scholarship, the committee should project how much funding will be needed to cover their expenses over the next four to seven years. This projection will help plan for future graduating mentees and ensure the sustainability of the scholarship.

For chapters looking to invest scholarship dollars, Suzanne Hince with the TeamMates Foundation can assist with this process. A sample scholarship projection is provided on the following page. To discuss investment options, please contact Suzanne Hince at [shince@teammates.org](mailto:shince@teammates.org).

**TEAMMATES MENTORING PROGRAM**  
**SCHOLARSHIP PROJECTIONS - ABC Chapter**

**Current Mentees by Grade**

	Example 1	Example 2
Grade	#	#
Seniors	-	5
Juniors	10	5
Sophomores	11	5
Freshman	2	5
8th Grade	14	5
7th Grade	16	5
6th Grade	2	5
5th Grade	8	5
4th Grade	10	5
3th Grade	5	5
<b>Total:</b>	<b>78</b>	<b>50</b>

**Example 1 Assumptions:**

A TeamMates Foundation Fund beginning balance of \$20,000  
 All graduates eligible for a scholarship  
 \$500 for every graduate in Year 1, additional \$500 in Year 2

**Example 2 Assumptions:**

A TeamMates Foundation Fund beginning balance of \$20,000  
 Up to 5 graduates will receive scholarships each year  
 \$500 for up to 5 graduates in Year 1, an additional \$500 in Year 2

	Balance at Beginning of Year	* Foundation Fund Earnings	**Annual Elective Disbursement	Scholarship Need	Annual Surplus / (Deficit)	Cumulative Surplus / (Deficit)		Balance at Beginning of Year	* Foundation Fund Earnings	**Annual Elective Disbursement	Scholarship Need	Annual Surplus / (Deficit)	Cumulative Surplus / (Deficit)
Year One	\$ 20,000	\$ 950	\$ (1,000)	\$ -	\$ 1,000	\$ 1,000	Year One	\$ 20,000	\$ 950	\$ (1,000)	\$ (2,500)	\$ (1,500)	\$ (1,500)
Year Two	19,950	948	(998)	(5,000)	(4,003)	(3,003)	Year Two	19,950	948	(998)	(5,000)	(4,003)	(5,503)
Year Three	19,900	945	(995)	(10,500)	(9,505)	(12,507)	Year Three	19,900	945	(995)	(5,000)	(4,005)	(9,507)
Year Four	19,850	943	(993)	(6,500)	(5,507)	(18,015)	Year Four	19,850	943	(993)	(5,000)	(4,007)	(13,515)
Year Five	19,801	941	(990)	(8,000)	(7,010)	(25,025)	Year Five	19,801	941	(990)	(5,000)	(4,010)	(17,525)
Year Six	19,751	938	(988)	(15,000)	(14,012)	(39,037)	Year Six	19,751	938	(988)	(5,000)	(4,012)	(21,537)
Year Seven	19,702	936	(985)	(9,000)	(8,015)	(47,052)	Year Seven	19,702	936	(985)	(5,000)	(4,015)	(25,552)
Year Eight	19,653	933	(983)	(5,000)	(4,017)	(51,070)	Year Eight	19,653	933	(983)	(5,000)	(4,017)	(29,570)
Year Nine	19,603	931	(980)	(9,000)	(8,020)	(59,089)	Year Nine	19,603	931	(980)	(5,000)	(4,020)	(33,589)
Year Ten	19,554	929	(978)	(7,500)	(6,522)	(65,612)	Year Ten	19,554	929	(978)	(5,000)	(4,022)	(37,612)
<b>Totals:</b>		\$ 9,394	\$ (9,888)	\$ (75,500)	\$ (65,612)		<b>Totals:</b>		\$ 9,394	\$ (9,888)	\$ (47,500)	\$ (37,612)	

\*Assume 5% return in TeamMates Foundation

\*\*Withdraw entire available disbursement each year (5% of balance at beginning of year)

## **H. TEAMMATES CENTRAL OFFICE SCHOLARSHIPS**

In addition to chapter scholarships, the TeamMates organization also offers scholarships through the TeamMates Central Office. To view the list of all of these scholarships, please visit our website at [www.teammates.org](http://www.teammates.org). The Central Office scholarship application is open from October 1<sup>st</sup> – January 20<sup>th</sup>.

## **I. PUBLICITY**

The TeamMates Mentoring Program encourages all chapters to meet with graduating seniors in the fall of their senior year to promote the availability of TeamMates Central Office scholarships and other chapter scholarships. Program Coordinators are asked to disseminate information to all participating public and private high schools in their chapter regarding available TeamMates (Central and Local) scholarships, applications and deadline dates.

TeamMates Post-Secondary staff members are available to assist Program Coordinators with in person or virtual presentations for seniors. *Please contact Jaci McKeever at [jmckeeper@teammates.org](mailto:jmckeeper@teammates.org) if you need further assistance or have scholarship questions.*

It is recommended to award TeamMates scholarships at the established honors night of the mentee's respective high school. A certificate can be presented to the student at this time.



**Sample Local Chapter Scholarship Application**

**Personal Data**

First and Last Name	
Address	
City, State, Zip	
Cell Phone	
Email Address	
Date of Birth	
Parent/Legal Guardian Name(s)	
Parent/Legal Guardian Phone(s)	
Number of Years in TeamMates	
Name of Mentor	
High School	
Graduation Month and Year	
College or Post-Secondary Institution Attending (Name of School, City, State)	

**Academic Data**

Cumulative Weighted Grade Point Average	
Class Rank (if applicable)	
ACT Score (if applicable)	
SAT Score (if applicable)	
Is your FAFSA complete? Yes or No	
If your FAFSA is complete, please provide your Expected Family Contribution (EFC).	
Did either of your parents graduate from a 4-year college? Yes or No	
List other scholarships you have been awarded and the amounts of those scholarships.	
I give permission to use my response to essay question number 4 below about the impact of mentoring on my life to use in TeamMates publications and media. Yes or No	

**Essays**

On a separate piece of paper, please respond to the following questions. Answers should be typewritten, using complete sentences.

1. Please describe any school activities and community service you participated in. How did this involvement benefit others and/or how did it benefit you? (20 points)
2. Please describe any obstacles or challenges (e.g., poverty, neglect, lack of resources, family challenges, etc.) you have faced. How have you grown from these experiences and how will that help you succeed in the future? (20 points)
3. What future education plans, career aspirations and personal goals do you have? What steps are you going to take to accomplish these ambitions? Be specific. (20 points)
4. How has your experience with the TeamMates Mentoring Program impacted your life? How do you hope to make a positive impact on your community? (20 points)

**Recommendation Letter**

Please include one letter of recommendation from one of the following people: (1) *TeamMates mentor* (2) *teacher or* (3) *other school personnel* who can speak about your achievements, potential, character, and motivation. Please have your recommender submit the letter in a sealed envelope mailed directly to the scholarship committee. (10 points)

**Signature**

*I certify that the information contained herein is true and accurate to the best of my knowledge.*

<b>Date</b>		<b>Signature</b>	
-------------	--	------------------	--



**Sample Scoring Rubric**

Rubric Overview	Possible Points
<b>Grade Point Average</b>	<b>10</b>
<b>Essays (Refer to detailed essay rubric on the next page)</b>	
<b>1. Activities and Community Service</b>	<b>20</b>
<b>2. Obstacles and Challenges</b>	<b>20</b>
<b>3. Educational Goals, Career Aspirations, and Personal Goals</b>	<b>20</b>
<b>4. TeamMates Impact</b>	<b>20</b>
<b>Letter of Recommendation</b>	<b>10</b>
<b>Total Points</b>	<b>100</b>

Rubric Scoring Sheet	Rubric Score	Comments
<b>Grade Point Average (10 pts)</b>		
<i>GPA Scale:</i> <b>10 = 3.50 – 4.00      8 = 3.00 – 3.49      6 = 2.50 – 2.99</b>  <b>4 = 2.00 – 2.49      2 = Below 2.00</b>		
<b>Essays</b>		
<b>1. Activities &amp; Community Service (20 pts)</b>		
<b>2. Obstacles &amp; Challenges (20 pts)</b>		
<b>3. Educational Goals, Career Aspirations, &amp; Personal Goals (20 pts)</b>		
<b>4. TeamMates Impact (20 pts)</b>		
<b>Letter of Recommendation (10 points)</b>		
<b>Additional Notes</b>		
<b>Grand Total</b>		

**Sample Scoring Rubric - Essay Guidelines**

<b>Essay Category</b>	<b>Excellent</b>	<b>Average</b>	<b>Below Average</b>
<b>20 pts. Question 1</b>	<b>20 - 15</b>	<b>14 – 8</b>	<b>7 – 1</b>
<b>Activities &amp; Community Service</b>	<b>Articulates importance of leadership, teamwork, and giving back</b>	<b>Lists several activities and community service with some gained knowledge</b>	<b>List a few activities and community service</b>
<b>20 pts. Question 2</b>	<b>20 - 15</b>	<b>14 – 8</b>	<b>7 – 1</b>
<b>Obstacles &amp; Challenges</b>	<b>Communicates importance of perseverance, resilience, and character</b>	<b>Talks about certain life events with some lessons learned</b>	<b>Little specific detail about obstacles and lessons learned</b>
<b>20 pts. Question 3</b>	<b>20 – 15</b>	<b>14 – 8</b>	<b>7 – 1</b>
<b>Plans, Aspirations, &amp; Goals</b>	<b>Goals are specific and well thought out</b>	<b>Lists goals with some detail</b>	<b>Few goals with no detail</b>
<b>20 pts. Question 4</b>	<b>20 – 15</b>	<b>14 – 8</b>	<b>7 - 1</b>
<b>TeamMates Impact</b>	<b>Wants to become a mentor or participate in community service</b>	<b>Conveys some specific benefits of having a mentor</b>	<b>Little specific detail about the mentoring relationship</b>



**For additional support, contact the TeamMates+ staff:**

**Jaci McKeever**

Post-Secondary Education Manager

[jmckeever@teammates.org](mailto:jmckeever@teammates.org)

402-679-8116

**Janae Solomon**

Post-Secondary Education Coordinator

[jsolomon@teammates.org](mailto:jsolomon@teammates.org)

402-922-3859

**Tricia Dix**

Post-Secondary Education Coordinator

[tdix@teammates.org](mailto:tdix@teammates.org)

402-676-9249

**Neil Lulla**

Post-Secondary Education Specialist

[nlulla@teammates.org](mailto:nlulla@teammates.org)

402-213-5463