



# Local Chapter Scholarship Committee Handbook

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TeamMates National Office Staff Support

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## 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	3
D. Internal Revenue Service and TeamMates Mentoring Regulations	3 - 4
E. Establishing the Scholarship Application	4
F. Evaluating Scholarship Applicants	4 - 5
G. National Office Support	5
H. TeamMates National Office Scholarships	7
I. Publicity	7
Sample Scholarship Application	8 - 9
Sample Scoring Rubric	10 - 11

## 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.

## B. SCHOLARSHIP AMOUNTS AND PAYMENT PROCEDURES

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 ranges 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.

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 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 an established scoring rubric (a sample application and rubric can 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.

### 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 a stated selection criteria established by the scholarship committee. 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.

- Scholarship funds are to be paid by the chapter directly to the post-secondary institution and should never be disbursed to the student.

## 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 need to 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* – To hear the student's voice and learn more about who they are and what their goals are
- *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.

Selection committee members are not allowed to give preference based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. 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. NATIONAL OFFICE SUPPORT

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. A sample scholarship projection is provided on the following page.

For assistance with setting up a scholarship, please contact Jaci McKeever, Post-Secondary Education Manager, at [jmckeever@teammates.org](mailto:jmckeever@teammates.org) or Neil Lulla, Post-Secondary Education Coordinator, at [nlulla@teammates.org](mailto:nlulla@teammates.org).

For chapters looking to invest scholarship dollars, Suzanne Osborne-Hince, President of the TeamMates Foundation, can assist with this process. To discuss investment options, please contact Suzanne 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>		<b>\$ 9,394</b>	<b>\$ (9,888)</b>	<b>\$ (75,500)</b>	<b>\$ (65,612)</b>		<b>Totals:</b>		<b>\$ 9,394</b>	<b>\$ (9,888)</b>	<b>\$ (47,500)</b>	<b>\$ (37,612)</b>	

\*Assume 5% return in TeamMates Foundation

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

## H. TEAMMATES NATIONAL OFFICE SCHOLARSHIPS

In addition to local chapter scholarships, the TeamMates National Office also offers scholarships. To find more information about National Office scholarships, please visit our website at:

<https://teammates.org/teammates-plus/scholarships/>

The National 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 National Office scholarships and local chapter scholarships. Program Coordinators are asked to disseminate information to all participating public and private high schools in their chapter regarding available TeamMates (national and local) scholarships, applications, and deadline dates.

TeamMates post-secondary staff members are available to assist Program Coordinators with in-person or virtual scholarship presentations. Please contact Jaci McKeever at [jmckeever@teammates.org](mailto:jmckeever@teammates.org) or Neil Lulla at [nlulla@teammates.org](mailto:nlulla@teammates.org) if you need further assistance or have scholarship questions.

It is recommended to recognize TeamMates scholarships winners 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 Student Aid Index (SAI).	
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 your involvement in school and/or community related activities (this may include, but is not limited to, participation in school organizations, athletics, leadership programs, community service/volunteering, employment, or other activities). How have these experiences been meaningful to you? (20 points)
2. Describe in detail a success story you have achieved during your high school years. Discuss how you persevered through adversity to accomplish this success. What strengths were you able to utilize and develop as part of this success story—provide specific examples. (Note: Your success story can be either school related or non-school related, but it must be something you accomplished while in high school.) (20 points)
3. What are your educational goals and future career aspirations? What steps will you take to accomplish these ambitions, including the type of college education you will need to pursue and what experiences/skills you will need to gain? If you are undecided on your educational goals/career aspirations, what steps will you take to determine them? (20 points)
4. How has your experience with the TeamMates Mentoring Program impacted your life and what are your plans to give back in the future? (20 points)

## Recommendation Letter

Please include one letter of recommendation as part of your application. The letter of recommendation should come from your TeamMates mentor or someone else who knows you in a professional or academic context (such as a teacher, coach, or supervisor, etc.). Your recommender should be someone who has known you for at least one year. Note: Relatives may not serve as recommenders.

## Signature

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

Date		Signature	
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## Sample Scoring Rubric

Rubric Overview	Possible Points
Grade Point Average	10
Essays (Refer to detailed essay rubric on the next page)	
1. Involvement	20
2. Success Story	20
3. Educational Goals & Career Aspirations	20
4. TeamMates Impact	20
Letter of Recommendation	10
Total Points	100

Rubric Scoring Sheet	Rubric Score	Comments
Grade Point Average (10 pts)		
<i>GPA Scale:</i> <i>10 = 3.50 – 4.00      8 = 3.00 – 3.49      6 = 2.50 – 2.99</i>  <i>4 = 2.00 – 2.49      2 = Below 2.00</i>		
Essays		
1. Involvement (20 pts)		
2. Success Story (20 pts)		
3. Educational Goals & Career Aspirations (20 pts)		
4. TeamMates Impact (20 pts)		
Letter of Recommendation (10 points)		
<i>No Letter Submitted = 0 points</i>  <i>Letter Submitted = 10 points</i>		
Grand Total		

## Sample Scoring Rubric - Essay Guidelines

Essay Topic	Below Average	Average	Excellent
Scale	0 – 6 points	7 – 13 points	14 – 20 points
Involvement	<ul style="list-style-type: none"> <li>Minimal description of involvement.</li> <li>Minimal reflection on their experiences; it is unclear what student gained from the experiences.</li> </ul>	<ul style="list-style-type: none"> <li>Some description of involvement. Provides a moderate level of detail.</li> <li>Some reflection on their experiences; can tell student gained something from the experiences.</li> </ul>	<ul style="list-style-type: none"> <li>Clear and detailed description of involvement.</li> <li>Thoughtful reflection on their experiences; can tell student developed significantly from the experiences.</li> </ul>
Success Story	<ul style="list-style-type: none"> <li>Minimal description of success story.</li> <li>Minimal discussion of perseverance and strengths. No examples provided.</li> </ul>	<ul style="list-style-type: none"> <li>Some description of success story.</li> <li>Provides some discussion of perseverance and strengths. Some examples provided.</li> </ul>	<ul style="list-style-type: none"> <li>Clear and detailed description of success story.</li> <li>Thoughtfully discusses perseverance and strengths. Clearly demonstrates their development with specific examples.</li> </ul>
Educational Goals & Career Aspirations	<ul style="list-style-type: none"> <li>Goals and/or steps are not well defined. Seems to have not thought about goals/steps. No examples provided.</li> </ul>	<ul style="list-style-type: none"> <li>Some explanation of goals and/or steps. Has put some thought into goals/steps. Some examples provided.</li> </ul>	<ul style="list-style-type: none"> <li>Clear and detailed explanation of goals and/or steps. Has been thoughtful about goals/steps. Includes specific examples.</li> </ul>
TeamMates Impact	<ul style="list-style-type: none"> <li>Minimal discussion on TeamMates impact and giving back. No examples provided.</li> </ul>	<ul style="list-style-type: none"> <li>Some discussion on TeamMates impact and giving back. Includes some examples.</li> </ul>	<ul style="list-style-type: none"> <li>Thoughtful and detailed discussion on TeamMates impact and giving back. Provides specific examples to support.</li> </ul>