

Scholarship Policies and Procedure Timeline

This document is intended as a guide to organize, communicate and award 3 scholastic scholarships.

Fall of school year- Select a scholarship committee not to exceed five people. Review Rotary scholarship application and update information pertaining to graduating year and date to return application to counselor's office.

January- Attend "Money Night" hosted by Cascade High School. This is an evening to inform graduating seniors and their parents about available scholarships and how to apply for financial aid. Notify high school guidance counselor that Leavenworth Rotary will be represented this evening. From the guidance counselor, request that 40 scholarship applications are copied and available for the Money Night. Be prepared to introduce Rotary's scholarship and give a brief review of Rotary's purpose as a club.

April- Collect remitted scholarship applications from Cascade High School guidance counselor. Deadline should be right after spring break. Each committee member will review applications separately and determine their top applicants. Depending on how many applications you receive- a top 8 might be enough. Remember, you only have three scholastic scholarships to award. Committee meets as a group to discuss their top applicants and agree on which students will receive the one-on-one interview with committee members in May. Be sure to let the Cascade High School guidance counselor know which students you plan to interview, the date and times of the interviews and ask for a meeting space at the middle school or high school to be reserved for your interviews. Send a "thank you" note to each applicant who will not be interviewed. This provides them with closure on the process.

April- during committee meeting create a timeline that ensures you will interview top 5-6 applicants by about May 11th. Be sure to get this process done BEFORE the district and state playoffs begin for spring sports. If you wait too long you will run into scheduling conflicts due to students being out of town.

May- Interview students using 1-2 questions submitted by each committee member. Decide on one person to facilitate process. Be sure to welcome the student, explain the process, let them know how you will follow up with them and thank them for their time at the end of the interview.

Once the interviews are complete, decide who your three winners are. Communicate this to the guidance counselor. Do not share this information with anyone else as the high school keeps this information secret until the awards night. Decide on one person to award the scholarships at the awards night. Create a certificate with the student's name, dollar value of the scholarship and the name and phone number of the Rotary Treasurer whom they will contact to have their scholarship money sent to their college. When appropriate, announce the winners to the Rotary Club.

Put a congratulatory message, and if possible, a photo in the Leavenworth Echo.

Meet again with committee to determine if you want to make any changes to the process or committee members for the following year.

Our committee supports one scholarship awarded per student. The winner of the "Woman of Distinction" award would not be eligible to receive a scholastic scholarship as well. (July 12,2011)