

## Scholarship Process

### SCHOLARSHIP PROCESS/DIRECTOR RESPONSIBILITIES:

- Chapters award scholarships annually, based on the financial ability and the board votes on the total amount to be awarded
- As a rule, the fundraising dollars raised this year will be applied to the following year's scholarships. Scholarship giving on any given year should not exceed 50% of the scholarship account.
- At beginning of year:
  - Establish scholarship dates with your board to include:
  - Determine amount and number of scholarships to be awarded (*try to maintain a minimum \$2,500 per scholarship*)
  - Event dates to promote scholarship applications (*include school visits*)
  - Scholarship release date (*typically in spring/fall-ask your students/colleges what works best for them*)
  - Scholarship deadline date (*allow a minimum of 4-6 weeks for students to apply*)
  - Scholarship judging deadline date (*submit mandatory forms to NEWH, Inc. within 30-days of scholarship deadline*)
  - Notification email to winners and non-winners
  - Awards event date (purpose of awards event is to showcase your students, give them the stage, show your membership how fundraising dollars support students/scholarship). Work with your Programming Director to create event or tie into an existing event.

### UPDATE SCHOOL LIST/BEGIN SCHOLARSHIP PROCESS:

- Using the **School List** provided by NEWH, Inc. – update contacts/colleges
  - Indicate **new** information in **blue**
  - Changes in **red**
  - Highlight any **removals** in **yellow**
- Return updated list to: [nicole.crawford@newh.org](mailto:nicole.crawford@newh.org) 2-weeks prior to the date you'd like scholarship packets released (*NEWH mails/emails scholarship packets to colleges/contacts on your school list & emails student members*)
- Supply NEWH, Inc. with:
  - Scholarship release date
  - Scholarship deadline date
  - Mailing address student transcripts/letters of reference should go to
  - Email address student applications should be returned to
- NEWH Inc. will email you a draft scholarship letter/application/flyer to proof after the above is received
- NEWH will post your scholarship on NEWH website + Facebook + on various scholarship web sites
- Students may apply online or submit items by mail/email together or separately.

### CONNECT WITH COLLEGES, WHO'S ELIGIBLE TO APPLY?:

- Utilize your student rep, engage a committee, like/post scholarship information on college Facebook pages, within student council groups or IIDA or ASID groups
- Visit colleges (students/educators); share scholarship PowerPoint + NEWH Scholarship Stories video
- Read your delegate report, it has great information about what other chapters are doing to engage students/schools, etc.
- Scholarships are open to students:
  - Must be actively enrolled student: 2-year program freshman and above, 4-year sophomore/second year and above, or graduate level (*college or certificate program must be accredited*). Most culinary students are found within your community colleges; interior design students must be majoring in hospitality interior design.
  - Currently enrolled with a 3.0 cumulative GPA, have debt at their school for tuition or program approved/books or supplies
  - Must have completed half the credits/units required for their degree and be pursuing a career in hospitality (*graduate students automatically qualify since they are already half-way through their degree*)
  - Student must be majoring in hospitality related field such as: *culinary, hotel management, hospitality interior design, architecture, senior living*
  - Students do not need to be a member to apply/receive a scholarship (*students and full-time educators can join for FREE*)
  - Students can be awarded more than once from a chapter + apply for NEWH, Inc. scholarships



### REVIEWING APPLICATIONS, DETERMINING WINNERS:

- Scholarship Director goes through all received applications.
- Pull out eligible students based on NEWH criteria
- If any application items are missing or you have a question, reach out to the student and give them one opportunity to submit/clarify.
- Form a committee, review applications, determine winners. (optional but highly effective)
- **Scholarship Application Evaluation** template form may be used for judging applications; or chapters can use their own process; recipients should be selected based off of NEWH scholarship criteria

### MANDATORY ITEMS:

#### **Within 30-days of Scholarship closing date the Scholarship Director will:**

1. Complete **Scholarship Check Request Form**; list details for each scholarship recipient
2. Submit winning **student applications** & completed + signed **Scholarship Check Request Form** to Inc.: [nicole.crawford@newh.org](mailto:nicole.crawford@newh.org) (application only; no attachments-transcript, essay, etc.)
3. Notify all applicants of their application status: send **Winner Letter/Non-Winner Letters** (*this can be done by email*)

### NEWH will:

1. Enter students into database
2. Email students' details about NEWH membership
3. Mail chapter scholarship award certificates for awards event; size 8.5 x 11 in case chapter wishes to purchase frames
4. Send Scholarship Check Requests & letters to chapter Treasurer to process + mail checks; if NEWH holds the chapter checkbook checks are mailed directly from Inc. to students' college.

### TEMPLATES:

- Access all templates: [www.newh.org](http://www.newh.org) (*log in, click on Resources at bottom of page/NEWH Board Resources/Scholarship & Education*)

### AFTER SCHOLARSHIP AWARDS EVENT:

- Follow-up with the student, ensure scholarship check was received and applied
- Check to see if the student joined as a NEWH student member (*students receive free student membership; recipients receive 2-years courtesy associate membership upon graduation*).
- Check in with the students, invite them to serve on a committee, assist with or attend events; keep them involved.
- Ask students to speak/introduce speakers at your events...promote NEWH is all about scholarship + education to your members.
- Highlight winners/awards event on Facebook, chapter website page, NEWH Magazine.
- Ask your winners to tell their NEWH story: <https://newh.org/scholarship-stories/>

### QUESTIONS:

NEWH, Inc. office: Nicole Crawford 1.800.593.6394 or [nicole.crawford@newh.org](mailto:nicole.crawford@newh.org)