

Spring 2022 Scoring Session w/ Board of Directors

1. Provide the materials via email and/or zoom.
 - a. The materials are 1 Folder containing 5 word documents.
2. Have each bod member open the folder on their own computers.
 - a. We will collectively score the applicants, in alphabetical order.
 - i. There's only 5 applicants this year and a short application, however we have 1 hour so we need to move swiftly.
3. Have each bod member open the first file:
 - a. [REDACTED] – is the first file to open.
 - b. [REDACTED]
 - c. [REDACTED]
 - d. [REDACTED]
 - e. [REDACTED]
4. Next, walk the group through the form before beginning scoring.
 - a. This is our Spring 2022 Scholarship Scoring Form...
 - b. It's made up of four main sections:
 - c. The first section contains the Applicant's name and last initials, for anonymity and to provide a fair space.
 - d. The second section is the eligibility pre-check.
 - i. All applicants this year were eligible.
 1. All 5 applicants that we're viewing today have already been screened for eligibility. Please do not modify this section for any applicant.
 2. *Sidenote to all: We will be making updates to the application, eligibility and process next year. Yay for first year learning! & Thank you all again for assisting us!*
 - e. The next section is the scoring section.
 - i. When I pull up the Applicant's packet, you'll notice that page 1, and the top sections of page 2 is the logistical information collected in the eligibility check.
 - ii. Page 2 and 3 needs the third-party (aka your~) anonymous scoring
 1. The section 'Uniquely You', on page 2, has two scoring measures
 2. The "Essay" section, on page 3, has three scoring measures
 - f. And lastly there's a total points section, followed by a place for you to write your name and today's date, which is June 28, 2022 (6-28-2022)
 - i. You'll write your name and today's date in this section, on this form for [REDACTED] and on all 4 other forms. Please be sure you're starting with "[REDACTED]" at the end of the document's title and the name "[REDACTED]" on the first section.

- ii. So when I pull up the packets, you'll score them, save the document and then you'll simply email the folder back to me. (if there's time, people can drop them into the chat)
- g. A quick recap of the layout of our scholarship application is:
 - i. Page 1: logistics narrative & signature/acknowledgment page
 - ii. Page 2: is applicants basic and contact information, their service information (aka identifying if they've received/participated in our services), and then some characteristics information (aka volunteer and civic information and plans for after graduation)
 - iii. We also required 1 letter of recommendation. Some of the packets have the letter of recommendation included, and some were sent separately.
 - iv. The third page is what we loosely call the "essay" portion of the application. Our two prompts this year were:
 - 1. "Take a blank sheet of paper. Do with this page what you wish. Use your imagination."
 - 2. "How will you integrate Prevention into your unique life?"
 We received a mixture of both prompts!
- h. Then, pull up each applicant's information from the Teams files

The times below are ideal. There's 5 minutes that can be flexed as needed!

 - i. *Intro/directions: 12:00-12:10*
 - ii. [REDACTED]: 12:10-12:15 (1 file)
(remind everyone to save the file, word doc or pdf is fine)
 - iii. [REDACTED]: 12:15-12:25 (1 file)
 - iv. [REDACTED]: 12:25-12:35 (1 file (LOR separate))
 - v. [REDACTED]: 12:35-12:45 (2 files)
 - vi. [REDACTED]: 12:45-12:55 (1 file (LOR separate))

All the word documents are titled: "Spring 2022 Scholarship Selection Form __" (< Initials)

5. (remind everyone to save the file, word doc or pdf is fine, email to Megan afterwards)