



## Tips and Tricks for Scholarship Evaluators

### *Reading Applications*

- Pay close attention to:
  - **Academics:** Grade level, high school, field of study/major, if they have an extraordinary GPA
  - **Extracurricular Involvement:** Sports, employment, community service
  - **Financial Need:** Adjusted Gross Income (AGI), family size and whether other family members are also attending college, and special circumstances noted in the student's financial need statement
  - **Barriers to higher education:** Is the student a first-generation college student? Have they faced other unusual hardships on their educational journey?

**Note-Taking Tip:** If a student's application is especially strong, document the "why"!

### *Completing Evaluation Forms*

The review form is designed to help you record your assessment of the students. As you complete the form, keep in mind:

- Evaluation questions do not correspond one-to-one with questions in application. You may find it helpful to read through a student's entire application before scoring them in each category.
- Comments you make in the **Student Comments Box** appear on all applications you review for a given student. All basic information about the student should go here.
- Comments you make in the **Fund Comment Box** are specific to the student's application for a given opportunity. We recommend using this comment box to document how well the student meets the fund's criteria and intent.

### *During the Committee Meeting*

The Committee Meeting is your chance to advocate for the student(s) who you felt were the strongest fit for a given opportunity. The following questions may be helpful as you organize your thoughts and prepare to "make your case" for a given student:

- What stood out to you about this student? What was memorable about their application?
- Why did they rise to the top of the pool of students?