WEBINAR AGENDA

1. UA Scholarship Policies
2. Review Scholarship Application
3. Scholarship Process
4. Awarding Scholarships
Thank you for attending tonight’s web meeting!

Mute your phone, please

Listen, enjoy, share best practices, and ask questions

Raise your virtual hand if you have a question

Share relevant information with your board

Meeting is being recorded for future playback
MEET NEYSHA AGUILAR

Clubs and Diversity Specialist
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UA Alumni Association Chapters and Clubs awarded over $1.1 million dollars to over 450 students in academic year 2015-2016.

Thank you for everything you do!
Incoming scholarship applications will be labeled numerically per UA scholarship policy.

This policy helps avoid biased opinions from the volunteers on the scholarship applicants.

Each Chapter and Club will be sent two acknowledgement forms: scholarship chair form and committee form. Due 12/4/2015.

We only accept mailed applications. We will NOT accept applications sent via email to the Chapter or Club leader(s) or emailed directly to Neysha.

The last day to award scholarships is 05/30/2016.

Awards are disbursed into the student’s Bursar’s Account 5-10 days BEFORE SCHOOL STARTS.
Chapter or Club add:

- Template
- Award amount
- GPA requirement
- Due date (February or March)
- Scholarship Chair contact information
- Send edited application and completed acknowledgment forms to Neysha on 12/4/2015.

Multicultural Clubs have their own scholarship applications due to tuition dollars.
SCHOLARSHIP PROCESS

- 11/20/2015 - Scholarship Chair will receive scholarship application template, chair and committee acknowledgement forms.

- 12/04/2015 - Scholarship Chair will return the updated scholarship application and acknowledgment forms. **Application due dates: February or March.**

- 12/09/2015 - Neysha will send the application links and requirements to the Office of Admissions.
SCHOLARSHIP PROCESS

- 12/11/2015 - Neysha will send Scholarship Chair the following forms: student acceptance form, congratulatory email template, declined email template, fulfillment form, and instructions.

- 12/14/2015 – Add scholarship applications to the UAAA scholarship webpage.

- UAAA receives scholarship applications: dates to be determined.
SCHOLARSHIP PROCESS

- Three weeks after the application due date, Neysha will send the Scholarship Chair a link to the Chapter or Club Dropbox folder with all applications in numerical order.

- March 2016 – Chapters and Clubs will review scholarship applications.

- You will have two weeks to review the applications.
SCHOLARSHIP PROCESS

- 04/29/2016 – Last day for Chapters and Clubs to send congratulatory emails to the award recipients and declined emails to those students who were not selected.

- 05/02/2016 – Last day for students to mail their acceptance forms.

- 05/06/2016 – Fulfillment forms are due. Please send them directly to Neysha via email. *NO PDF’s.

- 05/30/2016 – Last day to award scholarships.
Scan each scholarship the moment we receive them in the mail (NOT VIA EMAIL).

Create Chapter and Club excel spreadsheet with applicants information. We check that the applications are filled out completely. If they’re incomplete we mark them in the excel spreadsheet. **This may take up to 3 weeks per Chapter or Club.**
Create Dropbox folder.

Send Scholarship Chair a link to the Dropbox folder – Chapter or Club acknowledgement forms need to be on file to send the link.

Chapters and Clubs review process.
Awarding process starts once we have all the paper work.

*Awards are entered by Neysha and approved by Marc.*
QUESTIONS?

Chapters and Clubs 101

Thank you for your participation!