2022 Scholarship Selection Committee Handbook

Thank you for being a part of The San Diego Foundation Community Scholarship Program! With more than 140 scholarship funds, 3,000 applicants and 1000 recipients each year, we rely on our committees to make informed and thoughtful award decisions. We are inspired by the commitment you have made to students and excited to work with you to award a record amount of scholarships each year.

This handbook provides key information to assist you in evaluating and selecting recipients. Our program follows procedures that abide by IRS regulations, fulfill the intent of our donors, and meet the needs of our applicants efficiently and effectively. We have also incorporated procedures and concepts from other community foundations and organizations that provide assistance to students.

We appreciate your time and encourage you to share your feedback and ideas as we work to grow and improve our program. Please use the following information:

For Volunteers, Donors, and Fund Advisors:
Danielle Valenciano
Director, Community Scholarships
daniellev@sdfoundation.org or scholarships@sdfoundation.org
(619) 814-1349

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Process
To apply for scholarships, students must complete our online Common Scholarship Application (CSA). This allows applicants to complete one application and be considered for multiple awards. Some scholarships may also require additional materials (e.g. a letter of recommendation or additional short answer).

These students spend considerable time and energy completing the application. We in turn commit to a robust process for selecting qualified recipients. As an initial step, staff will screen applications to ensure applicants are eligible for the specific scholarship to which they applied. In cases of very large volume, the pool may be “narrowed” to the most qualified applicants for further review. Qualified applications are then read and scored by a scholarship selection committee.

With the high number of applications received, many scholarship pools will be very competitive. Keep in mind, however, applicants are competing against others within that specific scholarship pool, not against all 3,000 applicants. This can help to make the process fair (i.e. applicants for a scholarship for adult re-entry students will have more comparable experiences and qualifications).

We aim to have at least three individuals serve on each committee. Each evaluator reads and scores every qualified application in a scholarship pool, allowing the applicants to be compared and considered more fairly.

There are three types of selection committees:

- **Internal Committees**: community volunteers and scholarship staff will make recommendations for funds that have no donor involvement.

- **Joint Committees**: donors (or their family members or representatives), community volunteers, and scholarship staff select recipients. Donors and related parties may serve on the committee, but must make up less than 50% of the vote and may not directly or indirectly control the committee.

- **External Committees**: coordinated by a chair and have an established group of evaluators that have some expertise or specific tie to the fund. Donors and related parties may serve on the committee, but must make up less than 50% of the vote and may not directly or indirectly control the committee. All committee members and the process for selecting recipients must be approved by The San Diego Foundation in advance of selection.

**External Committee Selections**
All scholarship selections must be made through an objective and non-discriminatory process. External committees may devise their own process and standards for evaluating applications and will submit a signed report recommending awards for final approval. These recommendations will be reviewed for IRS compliance and approved by the Community Scholarship Program Committee and Board of Governors.
Internal and Joint Committee Selections
These committees evaluate and score applications in MyTSDF based on a standard rubric. Evaluators also rank the top applicants in the scholarship pool, regardless of points to determine the best recipient(s) for this particular scholarship.

After the evaluation deadline, selections proceed in one of the following ways:

- **Scores only**: For a few funds, scores and ranks submitted by evaluators are reviewed by staff who then recommend recipients and award amounts. *Note: Scores only funds are typically paired with a discussion or interview meeting.*

All award recommendations are reviewed for IRS compliance and approved by the Community Scholarship Program Committee and Board of Governors.

Regulations
All committees must commit to and abide by the following requirements:

1. A fair, competitive and unbiased process to select scholarship recipients.
2. Do not allow anyone to directly or indirectly influence your decisions.
3. You must not be related to or have a vested interest in any of the named recipients. Please inform scholarship staff of any conflicts of interest.
4. Information provided by an applicant or noted in the application is confidential and should not be shared outside of your committee.
5. At the close of the process, you must delete all files containing applications and supporting materials and shred all printed applications and supporting materials at home or give them to scholarships staff for shredding.
6. Recommendations are not official and are to remain confidential until they have been reviewed and approved by The Foundation’s Community Scholarship Program Committee and Board of Governors.

Evaluator Tips
It is most important to be consistent in your own individual scoring and apply the same approach and thinking to each applicant. Some tips for reviewing include:

- Allow time to review all applications for a single scholarship in one sitting.
- Review the scholarship criteria prior to scoring.
- Re-read the first applications you scored to ensure consistency.
- Bring notes and be prepared to discuss your top applicants at the discussion meetings or after interviews. These meetings are an opportunity for consensus building and hearing other perspectives. Your notes will help you and your fellow readers make informed decisions for each pool.
Timeline

In order to manage this complex process and ensure that students receive award decisions as early as possible, it is critical that all scores and recommendations are submitted by the designated deadline.

2022 Committee Schedule

<table>
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<tr>
<th>Week of</th>
<th>Event Description</th>
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<tr>
<td>April 11</td>
<td>Applications distributed to evaluators/committees</td>
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<tr>
<td>May 13</td>
<td>Committee recommendations due</td>
</tr>
<tr>
<td>June 15</td>
<td>Students notified of awards</td>
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</table>

NOTE: Award decisions are not official until approved by the Community Scholarship Program Committee and communicated directly to the recipients by The San Diego Foundation Community Scholarship Program Staff.
Common Application

The following is an overview of each of the five components of the application: Academics, Finances, Activities, Personal Statements, and Additional Materials.

Covid Update – Academics: Both last and this academic year have brought significant changes to our schools, which not only include how students are learning, but how grades and test scores are considered/determined. The UC’s and CSU’s will be accepting pass/fail grades for incoming 2022 freshman and will not take SAT scores into consideration for fall 2022 admission. Taking out any pass/fail classes, students are still provided with GPA’s by their schools, and this is what we will continue to use for scoring purposes. We do want you to be aware that many students may not have any SAT/ACT scores listed; as such, we prefer that you not consider these too heavily in your overall assessment of an applicant.

Covid Update – Activities: Since last spring, Covid has curtailed most after-school activities including sports, band, clubs and community service, in your evaluation we ask that you put more consideration into activities and community service performed before 6/2022.

Academics

Educational Background

- Applicants will respond to a series of questions depending on whether they are a high school senior, current college student, or adult re-entry/not currently enrolled student. Please note that a high school GPA is typically much higher than a college GPA.

- GPA is required for all applicants except adult re-entry/those not currently enrolled.
  - High school unweighted GPA is calculated on a standard 4.0 scale.
  - High school weighted GPA is calculated on a 5.0 scale which “weights” more challenging, Advanced Placement, or honors classes.
  - GPAs are self-reported and transcripts are collected later in the process (if needed), as is a common practice of universities.

- SAT and ACT scores are typically provided by current high school seniors.
  - The SAT has two required parts (Mathematics and Reading & Writing), each scoring up to 800 points and adding up to a high score of 1600.
  - The ACT has four required parts (English, math, reading, and science reasoning) and an optional writing test. Each section scores up to 36 points and the composite score is the average of all test scores.

- AP/IB/SAT Subject Tests
  - SAT Subject tests are offered in a number of specific subject areas (e.g. chemistry, French) and are often taken by students to improve their credentials for college. Each test is scored up to 800 points.
  - Advanced Placement (AP) classes are offered at most schools, but the number of subjects offered can vary. Students test at the end of the course to determine their college placement in specific subjects. Tests are scored on a scale of 1-5; 3 = qualified, 4 = well qualified, 5 = extremely well qualified.
  - International Baccalaureate (IB) is a rigorous, pre-university, two-year course of study. It is offered at San Diego Unified schools as well as Castle Park HS, Granite Hills HS, Guajome Park Academy, La Costa Canyon HS, and Rancho Bueno Vista HS.
College Information

- It’s helpful to note a student’s response to “School level NEXT fall” in order to make sense of the overall application. If an applicant will be a sophomore next year, you can often assume they enrolled as a freshman in the fall and attended high school in the previous year. This is helpful perspective as you review work, extra-curricular, and community service.
- “Degree pursuing” is selected from a dropdown list. “Intended major” and “Intended career” are open fields in which the applicant can type freely.
- Applicants may list their top three colleges. Students who list only one college have typically already been accepted to that school or are currently enrolled.

Finances

- “Financial status” indicates whether the applicant is a dependent or independent.
- We define independent as meeting one of the following criteria:
  - 24 years of age or older
  - Graduate, medical or professional student
  - Married
  - Have legal dependents other than a spouse, such as children
  - Current or former member of the military
  - Foster youth, orphan, ward of the court, emancipated minor or homeless
- Applicants will respond to a series of questions depending on whether they are dependent or independent.
- All applicants are prompted to describe any financial circumstances not evident from the numbers. Many applicants will use this field to describe family hardships, but this is an optional question and is not scored.

What is the Expected Family Contribution (EFC?)

- When an applicant completes the Free Application for Federal Student Aid (FAFSA), they will receive a Student Aid Report (SAR.) This summarizes their information and provides them with an EFC. The EFC is determined by a formula designed by Congress; it comes up with an estimate of how much the applicant or their family can contribute towards their education expenses. This is the maximum expected contribution, not necessarily what they will actually pay.
- This is what colleges and universities look at when determining how much aid they will offer a student. They use the EFC by comparing it to their cost of attendance, which includes tuition, room and board and other necessary expenses. The EFC amount is subtracted for the school's cost of attendance to determine what financial aid an applicant may be eligible for.
- When criteria specifically states low-income as a requirement, the EFC is a much more accurate tool because it takes into account family income and size. Low-income is technically in the $0-$6K EFC range, meaning the family is estimated to pay this much out of pocket toward their child’s education. These EFC’s are Pell Grant eligible, which means that they will likely (but not always) have their tuition and fees covered. Because of this, we also recommend looking closely at students with EFCs between $6-12K, as they are not often Pell Grant eligible and therefore typically have as much need as the Pell eligible students.
The SAR is a paper or electronic document that gives you some basic information about your eligibility for federal student aid and lists your answers to the questions on your Free Application for Federal Student Aid (FAFSA).

**Activities**
- Applicants are asked to report work experience, extra-curricular activities, and community service from the past four years.
- Applicants are instructed not to repeat the same activities in both community service and extra-curricular, but instead select the most relevant section.
- Contribution descriptions are 50 words maximum, so you may see truncated responses if the applicant copy and pasted from another document.
- In addition, each entry lists a start date, expected end date and average hours participated each week. Please note that for community service, students are asked to record the *total* hours contributed during their involvement, not hours per week.

**Limited Availability**
- If a student had limited availability for activities, they are asked to explain. This helps us better evaluate those who may have family responsibilities, limited transportation, or other obstacles that prevent their involvement.

**Extra-Curricular Activities:**
- Involve an organized group and not an individual interest or hobby
- May or may not be school-sponsored
- Require time outside regular school hours and classes

**Community Service:**
- Benefits the community or individuals in need
- Is unpaid
- Involves an organized group or program

**Work Experience:**
- May include unpaid internships in which career experience is gained
- If the applicant has held multiple significant positions with the same employer, they are encouraged to list them each separately

**Awards and Honors**
- Information provided in "Awards and honors" may be reflected elsewhere in the application, for example lettering in a sport or principal’s honor roll.
- Occasionally this is new information, for example receiving perfect attendance in high school or reaching Eagle Scout status.

**Personal Statements**
- Applicants are required to respond to two personal statement prompts: a short answer and an essay.

**Additional Materials**
Some scholarships require additional documents (e.g. essays, letters of recommendation).
If the required additional documents are used to verify the applicant’s eligibility (i.e. proof of employment) they have already been reviewed by our staff and are not included in the application.
Rubric

On page 11, you will find a copy of the Common Scholarship Application Review Rubric for internal and joint committees. External committees are not required to use this rubric, it is merely provided as an example.

For internal and joint committees, the rubric is created to provide guidance in scoring applications. But, as previously noted, scholarship awards are not purely decided on the basis of scores. Committees will also take into account which applicant is the best match for a specific scholarship criteria and which applicants may have the most outstanding financial need.

We divide our rubric into quantitative and qualitative aspects.

Quantitative (Auto-Scored)
- Academics (5 pts)
- Finances (9 pts)

Quantitative aspects are not auto-scored by MyTSDF. Instructions below on how to click the appropriate points. The academic score is based only on an applicant’s unweighted GPA. SAT scores and AP/IB tests are not factored into the academic score, but may be relevant information for your final ranking.

MyTSDF will also not auto-score finances. Instructions below on how to click the appropriate points. Paying for college is a challenge for most families. Fortunately, individuals with the lowest income qualify for state and federal grants to address the cost. Meanwhile, middle income families often do not qualify for these grants, and yet they rarely have available funds to cover rising college costs. As was pursued for the past several years, we have developed a formula that attempts to address this by awarding more financial need points to those who are less likely to receive aid, but have limited means.

Evaluators should still review finances and the optional “Other Financial Circumstances” short answer response field. While their response will not be scored, it may provide relevant information for your final ranking or to bring up in committee discussions. For example, you may learn that the family income does not reflect the current situation as a parent recently lost a job due to a disability.

Qualitative (Evaluators Score)
- Activities: work experience, extra-curricular, community service, awards and honors (10 pts)
- Personal statements (15 pts)

Qualitative aspects are scored by evaluators who closely read each application in a single pool. While the rubric provides guidelines for scoring these elements, we rely on your insight and experience in determining an appropriate score.
In the past, the activity score was based on activity *hours*; students with more hours earned more points. Now, we ask volunteers to consider “hours” as part of the overall evaluation of activities, rather than the primary determination.

Evaluators should also closely review the optional short answer response field “If you had limited availability to be involved in activities or work, please explain.” While a student will not receive “points” for this response, it may provide relevant information for your final ranking or to bring up in committee discussions. For example, a student may score lower on the rubric because of family responsibilities that prevented them from engaging in activities.

**Rankings**

Before "Submitting" all of the applications in an assigned pool, you are asked to rank the top applicants based on their fit for the criteria in the "Comments" section of that application. Rankings allow us to better determine the most deserving applicants and help you to pre-determine which applicants to advocate for in award discussions. Ranking will be conducted in the comments section for each application. Instructions on how to rank each student in the instructions below.

When ranking, it is important that evaluators use this as the opportunity to consider the applicant regardless of their points. Who, in your opinion, would be the best recipient(s) for this particular scholarship? Your points will not necessarily squarely align with your rankings, and that is acceptable.

**NOTE:** *Please do not "Submit" the application until you add your RANK in the comments section. You can "save" and go to the next application and revisit after scoring to rank. Once submitted, you can not go back to make changes.*
## Common Scholarship Application Review Rubric

### ACADEMICS (5 points max)

<table>
<thead>
<tr>
<th>GPA Range</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.00-3.49</td>
<td>4</td>
</tr>
<tr>
<td>2.00-2.49</td>
<td>2</td>
</tr>
<tr>
<td>3.50-4.00</td>
<td>5</td>
</tr>
<tr>
<td>2.50-2.99</td>
<td>3</td>
</tr>
<tr>
<td>0.00-1.99</td>
<td>0</td>
</tr>
</tbody>
</table>

### FINANCES (9 points max)

<table>
<thead>
<tr>
<th>Family Contribution</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very low EFC: $0-5999</td>
<td>6</td>
</tr>
<tr>
<td>Low EFC: $6000-11,999</td>
<td>9</td>
</tr>
<tr>
<td>Medium EFC: $12,000-19,999</td>
<td>7</td>
</tr>
<tr>
<td>High EFC: $20,000-34,999</td>
<td>5</td>
</tr>
<tr>
<td>Very High EFC: $35,000 or more</td>
<td>2</td>
</tr>
</tbody>
</table>

### ACTIVITIES (community service, extra-curricular activities, work experience and/or awards and honors) (10 points max)

**Questions**

1. How much does the applicant demonstrate **commitment**, as shown by substantial overall hours, long-term involvement and frequent participation?

2. How much does the applicant make an **impact**, as shown through their contributions, leadership or advancement in responsibilities?

3. How much is the applicant recognized for particular **skills and talents**, as shown by activities or unique awards and honors?

4. How much is the applicant well-rounded, as shown by a range of interests and activities?

**Points**

- 1-2 points: POOR INVOLVEMENT AND IMPACT
- 3-4 points: FAIR INVOLVEMENT AND IMPACT
- 5-6 points: GOOD INVOLVEMENT AND IMPACT
- 7-8 points: VERY GOOD INVOLVEMENT AND IMPACT
- 9-10 points: EXCELLENT INVOLVEMENT AND IMPACT

### PERSONAL STATEMENTS (15 points max)

**Questions**

1. How well does the applicant articulate their goals, express a **commitment** to their education and demonstrate the potential for success?

2. How much are the essays **compelling** and do they inspire you to support the applicant?

3. How well do the essays address the prompts and how much are the essays **clear and organized** with limited grammatical errors?

**Points**

- 1-3 points: POOR DRIVE AND POTENTIAL
- 4-6 points: FAIR DRIVE AND POTENTIAL
- 7-9 points: GOOD DRIVE AND POTENTIAL
- 10-12 points: VERY GOOD DRIVE AND POTENTIAL
- 13-15 points: EXCELLENT DRIVE AND POTENTIAL

### RANKING: Rank the top third of the applicants in the pool (e.g. if you have a pool of 10 applicants, rank 3), with 1 being the highest. When ranking, consider the applicant regardless of their points. Who would be the best recipients for this particular scholarship?
Criteria

Each scholarship has defined criteria which details the qualifications a student must meet to apply. Typically the criteria also include some more qualitative aspects and should offer further useful information about the donors’ motivations and intent.

Because a standardized rubric is used to score applications, it will not always capture the unique focus of a particular fund. Therefore, it is not necessary to only award to those students with the highest score. A committee may choose to select an applicant who is lower scoring if that student best meets the intentions of the fund. All volunteers have an important role in ensuring that the original intent of the fund is followed and should act as a steward of the fund and its purpose.

You will also see information about the estimated dollar amount of each scholarship, expected number of awards, and whether the scholarship is renewable (i.e. a student will receive it for multiple years as long as they remain eligible). As you are evaluating applicants, it can be helpful to be aware of whether you will be selecting a single recipient or multiple awards.

This information was emailed to you with this manual. You can also click here to access the PDF: https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:48fa7d11-1087-358a-8381-2b599e43dd64

To find your scholarship bio and criteria, please use the "Ctrl F" function.

PDF Organization:
Scholarship Fund Name
Scholarship Criteria Points
Average Amount of Awards
Average Award Amount
Evaluations
Applications will be accessed and evaluated via MyTSDF. You can register and log in at www.sdfoundation.org

Getting Set Up in Our Online System
In order to get set up as a reviewer, you must be registered on MyTSDF.
External Committees Only

If you are an external committee, you may only see the scholarship information, total points, overall notes, and ranking fields. Your committee chairperson will explain if and how to use these fields or you may choose not to use them.

External Committee Recommendations
Once decisions have been made by an external scholarship committee, they are required to send in the form found on pages 18-20 which clearly documents both the recommended recipients and who was involved in the decision process. All four pages of this form must be completed in full, including committee signatures, in order to ensure that our program is meeting IRS requirements. Please note, we are also requiring committees provide student contact information (preferably email) so that we can notify students more quickly. No students will be notified or scholarships paid without this form being completed and submitted in full by email, fax or mail.

Internal and Joint Committees Only

Your “Scholarships to Review” page shows all of your assigned applications, their scholarship pool, your scores and ranks, and the status of your evaluation. You can read the applications online or print them out, but you must input your scores by clicking on “Open” and accessing the individual online application.
Reading and Scoring Each Application
First, filter your applications by scholarship pool. You will need to click the filter icon at the top of your dashboard, go to the "Fund" option, select "like" and type in a keyword from the scholarship fund name. Apply Filters.

Then, click on “Open” to access the individual application or you can click on “Print Application” to have the application formatted for printing from your browser. You will see the application is available to look at the top of the Review page. You can jump to different sections by clicking on the different tabs.
There are four questions you will need to score. 1. Academics 2. Finances 3. Activities (Extracurriculars, Work Experience, and Community Service) 4. Personal Statements. Please be aware that the Academics and Finance sections already have the information in there (GPA and EFC). You will need to click the "Score Question" button to pick the appropriate points allocated to that student’s response. After you finish those two, you will be able to move onto the Activities and Personal Statements.

Finances Score Question: You will need to click the "Score Question" button to pick the appropriate points allocated to that student's response. Click and "save" the appropriate EFC range.

**NOTE:** *Please be aware that the EFC choices are not in order by Very Low EFC to Very High EFC. We have numbered from low to high in this manual to help.*

Academics Score Question: You will need to click the "Score Question" button to pick the appropriate points allocated to that student's GPA response. Click and "save" the appropriate GPA range.
You will need to come back to this "Review" tab to "Score Question" with the point amounts. To be able to "RANK" the evaluator will have to type in the rank # in the comments section below: "Total Score Comments." Once complete with the student, please click "Submit."

NOTE: *Please do not "Submit" the application until you add your RANK in the comments section. You can "save" and go to the next application and revisit after scoring to rank. Once submitted, you can not go back to make changes.

2022 Common Scholarship Application

Applicant: Vanesa Hernandez

Click on the Review tab to see instructions and review questions. Clicking on the zoom button will take you to that location in the application. If you are an Admin scorer you can click on the Other Reviews tab to see other people's reviews. Review questions in the application tabs are highlighted. You can click on them to score them. Click on the Review Details button to see details.

No instructions available

Average Score 29.17
Percent Complete 0%

PUT RANK # HERE BEFORE SUBMITTING (i.e. "1")

Questions For Review

Academics Tab

View In Application

Academic Points are based on unweighted GPA and the following Scale.

1.85

Finances Tab

View In Application

Finance Points are based on expected family contribution and the following scale.

1955.00

Activities & Statements Tab

Please note that students were asked to describe their most significant activities since January 2016, with the most recent listed first. If the applicant was still participating in this activity at the time they were applying, they were asked to estimate their expected end date. If the end date is after June 2022, the end date should have been entered as 06/2022.

How much does the applicant demonstrate commitment, as shown by total time dedicated, long-term involvement, and frequent participation? How much has the applicant made an impact, as shown through their contributions, leadership or advancement in responsibilities? How much is the applicant recognized for particular skills and talents, as shown by unique awards and honors, and in their activities? How much is the applicant well-received, as shown by a range of interests and activities? Excellent involvement and impact = 9 to 15 points Very good involvement and impact = 5 to 6 points Good involvement and impact = 3 to 4 points Poor involvement and impact = 1 to 2 points

Score Comments

PERSONAL STATEMENTS

How well does the applicant articulate their goals, express a commitment to their education and demonstrate the potential for success in their statements?

How compelling are the statements and do they inspire you to support the applicant? How effectively do the statements address the prompts? Are the statements clear, well organized and without grammatical errors? Excellent commitment and potential = 13 to 15 points Very good commitment and potential = 10 to 12 points Good commitment and potential = 7 to 9 points Fair commitment and potential = 4 to 6 points Poor commitment and potential = 1 to 3 points

Score Comments
2022-23 COMMUNITY SCHOLARSHIP PROGRAM SELECTION COMMITTEE REPORT

Scholarship: ____________________________ Date: __________________

Applications Read: _______ Total Awarded: $_____________ Number of Recipients: ______

Read & Score ☐ Interviews ☐ Read and Discuss ☐

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Amount Awarded</th>
<th>Is scholarship renewable? For how many additional years?</th>
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Alternates to be awarded if one or more recipients do not meet the scholarship criteria

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<th>Alternate Student Name</th>
<th>Amount Awarded</th>
<th>Is scholarship renewable? For how many additional years?</th>
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By signing this form, I acknowledge a fair, competitive and unbiased process was used to select recipients. I certify that I am not related to nor have a vested interest in any recipient(s). I understand all information provided by a student or noted in the scholarship application is confidential and private and shall not be shared. I understand these recommendations are confidential until approved by The San Diego Foundation Community Scholarship Program Committee.

Name (Print): ____________________________ Signature: ____________________________

1. ____________________________ ____________________________
2. ____________________________ ____________________________
3. ____________________________ ____________________________
4. ____________________________ ____________________________
5. ____________________________ ____________________________
EXTERNAL SCHOLARSHIP SELECTION COMMITTEE REPORT
ACADEMIC YEAR 2022-23

Scholarship: ___________________________________ Number of Recipients: ________

Number of applications received: _________ Total to be awarded (2022-23): $____________

Number of individuals, including yourself, participating in the selection process: _________

Please list recipients to be awarded. If more space is needed, list on a separate sheet of paper.

<table>
<thead>
<tr>
<th>Student Name, Email and/or Phone</th>
<th>Amount Awarded</th>
<th>Is scholarship renewable, for how many additional year?</th>
</tr>
</thead>
<tbody>
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List alternates to be awarded if one or more recipients do not meet the scholarship criteria/terms.

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<thead>
<tr>
<th>Alternate Student Name, Email and/or Phone</th>
<th>Amount Awarded</th>
<th>If scholarship is renewable, how many years additionally?</th>
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In detail, describe how members of the committee came to their scholarship recipient recommendation(s). If applicable, please submit along with this form any scoring sheets used to determine recipients.

_________________________________________________________________________

_________________________________________________________________________

Which method was used to select the recipient(s)?

☐ Application and supporting materials    ☐ Application, supporting materials, and interviews
Per IRS regulations, each individual involved in the decision making process should read the below acknowledgements and provide a signature. In addition, the committee chair is responsible for ensuring that the attached form detailing each committee members’ information and involvement is completed.

By signing this form,
1. I acknowledge that a fair, competitive and unbiased process was used to select the recipient(s) of this scholarship.
2. I declare I did not allow any other person(s) to directly or indirectly control my decision.
3. I certify that neither the members of the External Scholarship Selection Committee nor I am related to or have a vested interest in any of the named recipients.
4. I agree to inform The San Diego Foundation of any conflicts of interest, concerns or issues that may have arisen during the review and selection process.
5. I understand all information provided by a student or noted in the scholarship application is confidential and private and shall not be shared with anyone outside The San Diego Foundation or the External Scholarship Selection Committee.
6. I am aware and understand that scholarship applications and supporting materials contain sensitive and confidential information and agree delete all files containing applications and supporting materials from my computer. If I have received or printed paper copies, I agree to shred all applications and supporting materials at home or mail or drop them off at The San Diego Foundation offices for shredding.
7. I am aware scholarship recommendations are not official until they have been reviewed and approved by The San Diego Foundation’s Community Scholarship Program Committee and Board of Governors.
8. Lastly, I agree to abide by the above-mentioned scholarship policies and procedures.

Date: ______________________

Chair/ Advisor/ Donor - signature  Chair/ Advisor/ Donor – print

Committee member 2 - signature  Committee member 2 - print

Committee member 3 - signature  Committee member 3 – print

Committee member 4 - signature  Committee member 4 – print

Committee member 5 - signature  Committee member 5 - print

Committee member 6 - signature  Committee member 6 - print

Please mail, fax, or scan and e-mail completed forms to:
Scholarships
The San Diego Foundation
2508 Historic Decatur Road, Suite 200
Fax: (619) 239-1710
E-mail: scholarships@sdfoundation.org
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Brief description of why you were asked to serve on the committee:

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Brief description of why you were asked to serve on the committee:

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Brief description of why you were asked to serve on the committee:
Interviews

For those committees who may be conducting applicant interviews, the following guidelines and questions may be of help to you:

Dos and Don’ts:
- Do ask the required questions.
- Do choose other questions that will help you to understand the applicants better.
- Do be consistent by asking the same questions for each applicant in one pool.
- Do ask applicants follow up questions or for examples, if their answers are brief or need clarification.
- Don’t falsely encourage the applicant.
- Don’t talk about your own experiences.
- Don’t ask for very personal information.
- Don’t display any other applicants’ applications or information.

Clarifying Questions:
1. What school are you most likely to attend for the upcoming academic year and how certain are you of attending?

2. What financial aid, if any, will you be receiving for the upcoming academic year (sources such as scholarships, grants, loans, work-study, etc. and amounts)? Is this aid for one year only or is it renewable? Are any conditions attached?

3. If you receive this scholarship, how would it impact your educational plans? If you do not receive this scholarship, how would it impact your educational plans?

Interview Questions:
4. Tell us a little about yourself.

5. What is something important about you that we should know? OR What is something that we wouldn’t know about you from your application? OR Is there anything in your application that you would like to explain further?

6. What are three adjectives that you would use to describe yourself and why? What are three adjectives that your friends and family might use to describe you and why?

7. Why did you choose this particular school to attend?

8. What are your career goals and what led you to choose these goals? How will you pursue this career? What does working towards this career involve?

9. What are the hobbies and interests that you most enjoying doing in your free time? How did you develop these hobbies and interests?
10. What are two substantial adjustments or changes that you expect to make as you go to college? OR What are two substantial adjustments or changes that you made when you went to college? How did you make those adjustments? Who is your support structure now for such adjustments and how will you find a support structure in college?

11. What are two aspects of college that you are most excited about and why?

12. What is an example of a goal that you set for yourself and how did you accomplish it?

13. What is your greatest strength and an example that demonstrates it?

14. What is an activity or project that you were involved in for which you are especially proud and why are you proud of it?

15. What has been a difficult obstacle or challenge in your life and how have you overcome it? Would you have done anything differently?

16. If you could change one thing about you or your life experiences, what would it be and why?

17. What do you wish you could have accomplished so far but have not?

18. How do you measure or define success for yourself? When do you know that you’ve been successful? What do you do when there are obstacles to success or bumps in the road?

19. Do you consider yourself a leader? If so, what is an activity (community service, extra-curricular, work experience) that demonstrates your leadership skills and how?

20. What is a book, painting, movie, piece of music, person, experience or event that has influenced your way of thinking or inspired you and why?

21. If you could have dinner with one person, living or deceased, with who would it be, why would you select this person, what would you serve and where would you eat?

22. What would you like to be doing (career-wise) in three years?

23. Why should you be selected to receive this scholarship?

24. What is one thing you would like to tell us before you go?

25. Do you have any questions for us?