

*Together We Transform Lives*  
**TEAMMATES**  
MENTORING  
**Moravia Scholarship Guidelines**

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**A. THE CHALLENGE OF PAYING FOR COLLEGE**

The standard amount of most Teammates chapter scholarship awards range between \$500 to \$2000. Scholarship awards should not exceed \$2000 per academic year. When Moravia TeamMates has established a sound financial base, the Board will explore the option of renewable awards. TeamMates Organization stresses it is importance for Moravia TeamMates to look at the student's grades and verify enrollment annually.

**B. SCHOLARSHIP AMOUNTS AND PAYMENT PROCEDURES**

Moravia TeamMates Scholarship is intended to fill an unmet need, reduce student loan amount, or reduce work study commitment. Scholarship awards may only be applied toward tuition, books, and related student fees.

Scholarship funds are to be paid by the chapter directly to the post-secondary institution and will not be disbursed to the student. (Prior to sending a scholarship payment to an institution, student enrollment and eligibility with the school will be verified and documented.)

**C. SCHOLARSHIP COMMITTEE MEMBER ROLE**

**1. Stewardship**

- a. Ensure that the original intent of the scholarship fund is followed
- b. Promote the availability of the scholarship and participate in the selection of award winners.

**2. Scholarship Review**

- a. Meet annually to discuss the following prior to advertising scholarship for that year:
  - Description of each scholarship to be offered
  - Amount available in the fund(s)
  - Scholarship criteria and application
  - Evaluation and scoring process
- b. Read each year's applications, rate them according to the scoring rubric
- c. Come prepared for discussion at the application review meeting

**3. Committee composition**

- a. The Scholarship Committee will be composed of at least a quorum of the TeamMates Board with a recommendation of an odd number when possible.
- b. Scholarship Committee members will have no familial relationship to scholarship applicants.

**D. INTERNAL REVENUE SERVICE AND TEAMMATES MENTORING REGULATIONS**

The scholarship committee must comply with the following Internal Revenue Service (IRS) and TeamMates Mentoring regulations:

1. Specific application process that mentees must complete.



2. Selection of recipients must be made on an objective (unbiased), non-discriminatory basis.
3. No benefit to donor.
4. Members of a selection committee must disclose any familial relationship with an applicant and recuse themselves from the committee.
5. The number of selection committee members should be an odd number.
6. Each applicant must be ranked against stated selection criteria.
7. Donors and/or their family CANNOT make up the majority or make award selection decisions on their own (Pension Protection Act).
8. Scholarship awards may only be applied toward tuition, books and related student fees and should never directly to the students.

**E. EVALUATING SCHOLARSHIP APPLICANTS**

The scholarship committee will annually review the Moravia TeamMates Scholarship Application. Eligibility Criteria will include:

- a. **Teammates Participation:** minimum number of 3 years AND be an active mentee during Junior and Senior years (extenuating circumstances can be considered).
- b. **Teammates Commitment:** demonstrated by meeting with mentor on regular basis
- c. **Post-Secondary Enrollment:** Applicant’s plans to enroll in a post-secondary institution will be verified prior to issuing award.

**F. EVALUATING SCHOLARSHIP APPLICANTS**

The Scholarship Committee will establish a fair and objective decision-making process. Each applicant will be screened using a predetermined categories’ and scoring rubric. The Scholarship Committee’s focus will have the foundational purpose being: To help students fulfil their full potential. The Scholarship Application will include:

- a. Attendance
- b. Activities at school and in community
- c. Essay questions
- d. Letter(s) of Recommendation

**G. DETERMINE AWARD AMOUNT AND RENEWABILITY**

1. Moravia TeamMates will strive to offer minimum \$500 scholarship to eligible applicants.
2. Moravia TeamMates will maintain budget ensuring ability to fund scholarships for minimum of 5 years.
3. Moravia TeamMates’ goal is to reach a fund balance that will allow the Committee to add renewable awards to Mentees who have graduated and are continuing their education.

**H. PUBLICITY**

TeamMates Coordinator (in partnership with our School Counselor and Administration) will develop an informative packet available to all Mentees, Mentors and parents. This packet will be provided to Junior and Senior Mentees. When needed, TeamMates Coordinator will assist Mentors to assist Mentees in applications and navigating the post-secondary options

**Moravia TeamMates**

*Together We Transform Lives*  
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 MENTORING  
**Scholarship Application**

1. DEADLINE for scholarship application is February 15<sup>th</sup>.
2. **Type** or **print** legibly.
3. For questions about the application, contact Deana Swenson, TeamMates Coordinator

**Personal Information:**

1.	First Name: _____	Last Name: _____
2.	Mailing Address: Street/Box: _____  City: _____ State: _____ ZIP: _____	
3.	Cell Phone Number: (    )	4. E-Mail Address: _____
		5. Date of Birth: _____
6.	Date of Graduation _____	7. Number of College Credits earned _____
		8. Field of study _____
9.	Years in TeamMates (minimum of 3 years required): _____	
10.	Were you a Mentee in: 11 <sup>th</sup> Grade: Yes No    If no, why not?	
11.	Were you a Mentee in: 12 <sup>th</sup> Grade: Yes No    If no, why not?	
10.	Name(s) of Mentor: _____	

**Parent or Guardian Information:**

.	Name & address of parent(s) or legal guardian(s): _____	
	Street/Box: _____ City: _____ State: _____ ZIP: _____	
	Home phone of parents or legal guardians: _____	
	Email of parents or legal guardians: _____	

**Academic Data**

	College(s) or Post-Secondary Institution(s) Planning to : _____
	Intended major course of study: _____

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## MENTORING

On a separate document, please respond to the following questions. Answers should be typewritten, using 12 font and complete sentences. The answers do not need to be long but it is important that they give the Committee a glimpse into what you feel is important. This area will be included in the scoring rubric and decision-making process.

1. List school activities in which you were involved and describe any school activities you participated in. How did this involvement benefit others and/or how did it benefit you? (10 points).
2. List community service you were involved in and describe any community service you participated in. How did this involvement benefit others and/or how did it benefit you? How do you hope to make a positive impact on your community? (10 points).
3. How has your experience with the TeamMates Mentoring Program impacted your life? (30 points). (200 word minimum)
4. What future education plan, career aspirations and personal goals do you have? What steps are you going to take to accomplish these ambitions? Be specific. (30 points). (200 word minimum)

### **Recommendation Letters**

Please include two letters of recommendation from the following areas: (1) TeamMates mentor (2) Teacher, other school personnel or community leader who can speak about your achievements, potential, character, and motivation. Please have your recommender submit the letter in a sealed envelope mailed directly to the scholarship committee (5 points each)\_

I give permission to use my response to question Number 3 above about the impact of mentoring on my life to use in TeamMates publication and media. (Yes or No)

### **STATEMENT OF ACCURACY AND AUTHORIZATION:**

I hereby affirm that all the above stated information provided by me is true and correct to the best of my knowledge.

I acknowledge that information in my student file, including school attendance, office referrals, regularity of Mentor/Mentee meetings, etc. will be used by the Committee in the decision-making process.

Signature of scholarship applicant: \_\_\_\_\_ Date: \_\_\_\_\_

*Applications can be mailed, hand delivered or e-mailed to **TeamMates Coordinator, Deana Swenson.***

*Applicants are encouraged to request verification that application was received timely.*

*Applications with attached essay(s) and post-secondary acceptance letter must be received by **February 15<sup>th</sup>.***



**Scholarship Committee**  
**Evaluation Form**

**Scoring Rubric**

Rubric Overview	Possible Points
Student File	10
Essays (Refer to detailed essay rubric on the next page)	
1. Activities	10
2. Community Service	10
3. TeamMates Impact	30
4. Educational Goals, Career Aspirations, & Personal Goals	30
Letters of Recommendation	10
<b>Total Points</b>	<b>100</b>

**Scoring Rubric - Essay Guidelines**

Essay Category	Excellent	Average	Below Average
10 pts. Student File	8 – 10	5– 7	0 – 4
Student File	No or few unexcused absences. No or few tardies. No incidents of being sent to office Good academic focus.	Minimal unexcused absence or tardies. No behavioral concerns. Average academic effort.	Concerns regarding tardies and attendance. Behavioral concerns. Poor academic achievement
10 pts. Question 1	8 – 10	5– 7	0 – 4
Activities	Articulates importance of leadership, teamwork, and activities.	Lists several activities with some gained knowledge	List a few activities.
10 pts. Question 2	20 - 15	14 – 8	7 – 1
Community Service	Communicates importance of community involvement, giving back and has ideas for community improvement	Lists several community service with some gained knowledge	List a few community Service involvement
30 pts. Question 3	20 – 15	14 – 8	7 – 1
TeamMates Impact	Can articulate how TeamMates benefited them; wants to become a mentor or participate in community service	Conveys some specific benefits of having a mentor	Little specific detail about the mentoring relationship
30 pts. Question 4	30 – 20	19 – 10	9 – 0

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**MENTORING**  
Scholarship Committee  
Evaluation Form

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Rubric Scoring Sheet	Rubric Score	Comments
Student File (10 pts)		
Essays		
1. Activities (10 pts)		
2. Community Service (10 pts)		
3. TeamMates Impact (30 pts)		
4. Educational Goals, Career & Personal Goals. (30 pts)		
2 Letters of Recommendation (10 pts)		
Additional Notes:		
Grand Total:		