



Scholarship Process

SCHOLARSHIP PROCESS/DIRECTOR RESPONSIBILITIES:

- Chapters award scholarships annually, based on the financial ability of the chapter. The board budgets and votes on total amount to be awarded.
- As a rule, the fundraising dollars raised this year will be applied to the following year's scholarships. Scholarship giving on any given year should not exceed 50% of the scholarship account-keep in mind to hold a healthy reserve in the account. Regional groups award (1) \$2,500 scholarship annually (*exceptions for those who have additional funds-ask Inc.*)
- At beginning of year:
 - Establish scholarship dates with your board to include:
 - Determine amount and number of scholarships to be awarded (*try to maintain a minimum \$2,500 per scholarship*)
 - Event dates to promote scholarship applications (*include school visits, student events*)
 - Scholarship release date (*typically in spring/fall-ask your students/colleges what works best for them*)
 - Scholarship deadline date (*allow a minimum of 4-6 weeks for students to apply*)
 - Scholarship judging deadline date (*form a committee, review applications/select winners, submit mandatory forms to NEWH, Inc. within 30-days of scholarship deadline*)
 - Awards event date (goal is to showcase winners; give them the stage! Show membership how fundraising dollars support students/scholarship). Work with your Programming Director to create an event or tie into an existing event. Utilize the NEWH Scholarship Stories video at your event request from: erika.swansen@newh.org
 - Notification email to winners and non-winners (*templates available*)

UPDATE SCHOOL LIST/BEGIN SCHOLARSHIP PROCESS:

- Using the **School List** provided by NEWH, Inc. – update contacts/colleges
 - Indicate **new** information in **blue**
 - Changes** in **red**
 - Highlight any **removals** in **yellow** and indicate why they are to be removed
- Return updated list to: erika.swansen@newh.org 2-weeks prior to the date you'd like scholarship packets released (*NEWH mails/emails scholarship packets to colleges/contacts on your school list & emails student members*)
- Supply NEWH, Inc. with:
 - Scholarship release date
 - Scholarship deadline date

- Mailing address student transcripts/letters of reference should go to
- Email address student applications should be returned to
- NEWH Inc. will email you a draft scholarship letter/application/flyer to proof after the above is received
- NEWH will post your scholarship on NEWH website + Facebook + on various scholarship web sites
- Students may apply online or submit items by mail/email together or separately

CRITERIA + CONNECTING WITH COLLEGES:

- Utilize your student rep, engage a committee, like/post scholarship information on college Facebook pages, within student council groups or IIDA or ASID groups
- Visit colleges (students/educators); share scholarship PowerPoint + NEWH Scholarship Stories video
- Read your delegate report, it has valuable information about what other chapters are doing to engage students/schools, etc.

Scholarship criteria:

- Actively enrolled student: 2-year program freshman and above, 4-year+ sophomore/second year and above, or graduate level (*college or certificate program must be accredited*)
- -3.0 GPA (cumulative) overall “B” average or grade percentage of 83% - 86% equivalent
- -Financial need through college for past/current/upcoming tuition or program approved books/supplies
- -Major and career objective within a hospitality related field (interior design, hospitality management, culinary, senior living, architecture, etc.)

Did you know:

- Students do not need to be a member to receive a scholarship (FREE membership for students/full-time educators). Students can receive multi-year chapter scholarships and NEWH, Inc. scholarships

REVIEWING APPLICATIONS - DETERMINING WINNERS:

- Scholarship applications are submitted to the Scholarship Director
- Scholarship Director goes through applications pulling out eligible students based on NEWH criteria (above)
- Form a committee (optional but highly recommended) review applications, determine winners
- If application items are missing or if you have a question, reach out to the student, and give them one opportunity to submit/clarify (give them a deadline to reply by)
- **Scholarship Application Evaluation** (template) may be used for judging applications; or chapters can use their own process; recipients should be selected based off of NEWH scholarship criteria-keep in mind the student must have financial need

MANDATORY ITEMS:

Within 30-days of Scholarship closing date the Scholarship Director will:

1. Email all applicants status of application (*templates available: Winner/Non-winner Letters*).
2. Access templates: www.newh.org (*log in, click on Resources at bottom of page/NEWH Board Resources/Scholarship & Education*).
3. Complete **Scholarship Check Request Form**; list details for each scholarship recipient.
4. Submit winning **student applications & Scholarship Check Request Form** to Inc.:
erika.swansen@newh.org

NEWH will:

1. Mail the Scholarship Director student award certificates (for awards event)-size 8.5 x 11 the chapter can vote to purchase frames
2. Email students' details about NEWH membership.
3. Enter students into database.
4. Mail scholarship checks to chapter for signature. Chapter will mail check and letter directly to each students' college.

TEMPLATES:

Access all templates: www.newh.org (*log in, click on Resources at bottom of page/NEWH Board Resources/Scholarship & Education*)

AFTER SCHOLARSHIP AWARDS EVENT:

- Check to see if the student joined as a NEWH student member (*students receive free student membership; recipients receive 2-years courtesy associate membership upon graduation*)
- Invite recipients to serve on a committee, assist with or attend events; keep them involved
- Ask recipients to speak/introduce speakers at your events...promote that NEWH is all about scholarship + education to your members
- Highlight winners/awards event on Facebook, chapter website page, Instagram, NEWH Magazine
- Ask your winners to tell their NEWH story: <https://newh.org/scholarship-stories/>
- Submit photos/video of scholarship awards or interview with students to Inc: erika.swansen@newh.org (collecting for the website, social media, Leadership Conference and NEWH Scholarship Stories video production)

QUESTIONS:

NEWH, Inc. office: Erika Swansen 1.800.935.6394 or erika.swansen@newh.org