

MIZZOU ALUMNI

A S S O C I A T I O N

TM



Alumni Scholarship Handbook

Alumni Scholars Program

Mission:

The Mizzou Alumni Association proudly supports the best interests and traditions of Missouri's flagship university and its alumni worldwide.

Vision of Alumni Scholars Program:

The Mizzou Alumni Association is dedicated to supporting the next generation of outstanding alumni leaders and volunteers. As the largest campus provider of scholarships, MAA's Alumni Scholars program proudly supports Mizzou's best and brightest students based on their academic performance, campus involvement and community service.



A S S O C I A T I O N

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MU Office of Financial Aid

11 Jesse Hall, Columbia, MO 65211

Phone: 573-882-7506,

<http://sfa.missouri.edu>

Dear Alumni Volunteer,

Few things make us more proud here at MAA than our annual Tiger Walk, the time each fall when freshmen run through the columns on Francis Quadrangle and officially begin their time as a student at Mizzou. We are proud because all of those students are just beginning their journeys at Mizzou, and their energy and excitement for the years ahead remind us all about what a special place Mizzou is. We also recognize how valuable access to a higher education is, and many of those students would not be able to make their dream of Mizzou come true without the support of scholarships from alumni like you.

Every MAA membership helps fund our scholarship program, and each year, nearly fifty regional alumni chapters across the country (and across the world) raise additional funds to help send area students to Mizzou. Chapter scholars come to Mizzou not just with the financial support of their hometown chapter, but with the knowledge there is a group of fellow Tigers cheering them on back home. Our alumni's willingness to invest in students makes a tremendous impact each year and truly sets our alumni apart in their dedication and commitment to the student experience. Very few other universities can make that same statement about their alumni.

As part of its tradition of supporting students, the Mizzou Alumni Association continues to dedicate additional funds each year to its alumni scholarship program. The True Sons and Daughters Legacy Scholarship provides financial support to students and families who share a unique connection to Mizzou, and our diversity scholarships ensure that students from all backgrounds have the chance to attend MU and become a Tiger. In 2014, MAA and its affiliated chapters awarded over \$500,000 to students, a number we are very proud of---and a number that continues to grow.

Each year, alumni volunteers just like you read dozens---sometimes hundreds---of scholarship applications from students who are eager to join the Mizzou family. And each year, our volunteers are tasked with the immense challenge of identifying the best and most deserving students for our scholarship awards. We sincerely thank you for the time and energy you invest into selecting the most outstanding scholarship recipients, and each year we are impressed by the exceptional quality of our alumni scholars. *Thank you* for investing your time, talent and treasure into the alumni scholars program and ensuring that the best and brightest students have the chance to attend Mizzou. We couldn't do it without you!

For Mizzou,

A handwritten signature in black ink that reads "Anne Case-Halferty". The signature is written in a cursive, flowing style with a large initial "A" and "H".

Anne Case-Halferty
Assistant Director, Alumni Relations

Overview of Alumni Scholarships

The Mizzou Alumni Association believes very strongly in the importance of providing scholarships to Mizzou students. Scholarships promote student access to higher education opportunities, and for many students and their families, a scholarship can be the deciding factor between attending MU or pursuing a degree elsewhere. Each year, MAA dedicates a portion of its annual budget to scholarships. Combined with the fundraising efforts of regional alumni chapters and affiliated programs, MAA the largest campus provider of scholarships outside of the centrally-administered campus.

Incoming Student Scholarships

A majority of MAA's scholarship dollars are awarded to incoming students at Mizzou. Transfer students are eligible for an alumni scholarship, though most recipients are first-time freshmen. There are three main scholarships available to incoming students:

- Chapter Scholarships
- At-Large Scholarships (Regional and Missouri)
- True Sons & Daughters Legacy Scholarship

Chapter Scholars

Applications of students who live in the geographic footprint of an active alumni chapter are forwarded to that local chapter's volunteer board for review and selection. Chapters that achieved *capstone status* in the previous fiscal year through their participation in the Columns Program award a single **Robert "Red" Graham** scholarship worth \$4,000 (\$1,000 year for four years). Chapters that have obtained *columns status* in the previous fiscal year award a single **Columns** scholarship worth \$1000. Chapters that receive donations or who raise additional funds throughout the year award those funds in numbers and amounts agreed upon by the board. Chapter-funded scholarship amounts typically run anywhere from \$250 to \$5000 (per student).

At-Large/Regional Scholars

Applications of students who do not live in an active alumni chapter area are pooled together and evaluated against one another for an at-large regional alumni award. A selection committee of volunteers screens the applications and selects the top candidates for an award. Out of state applicants are evaluated together and in-state (Missouri) residents are evaluated against each other to allow for peer to peer comparison.

Legacy Scholar

Students who identify themselves a Legacy (meaning they have a parent or grandparent who is a Mizzou alum) are pooled together and evaluated for the Legacy Scholarship award. A selection committee evaluates the candidates and awards a \$1000 non-renewable award to each selected student. These students may live in an active chapter area and, even though they are not technically a chapter-funded scholarship recipient, they are still an alumni scholar. Chapters often connect with and engage with Legacy Scholars and invite them to chapter events and activities along with their other chapter scholars.

Incoming Student Eligibility Requirements

To be eligible for any of the incoming student scholarship awards, student applicants are required to meet the following selection criteria. Students must:

- Be an incoming freshman who has been accepted to the University of Missouri.
- Rank in the upper 20% of your high school graduating class OR have an ACT score of 26 or higher (or an SAT score equivalent, roughly 1170-2000);
- Remain enrolled for a minimum of 12 credit hours each semester.

For renewable awards (such as the Red Graham award), students must maintain a minimum GPA of 2.75 and full-time enrollment status during their time at MU to continue receiving their scholarship payments.

Current Student Scholarships

MAA supports and centrally administers several scholarships for current and returning students at Mizzou. In addition to those scholarships, some regional alumni chapters have developed scholarship funds and endowments to support current students from their geographic area who are currently studying at MU. Deadline for submission is March 1st. The scholarships available to current students are:

- True Tiger Scholarship
- Global Tiger Scholarship
- Leadership and Diversity Scholarship

True Tigers

Limited to students who are current members of True Tigers, the student alumni organization on campus. Award amounts range from \$500 to \$2500 and are given to current students who demonstrate academic excellence and leadership, both on campus and in the community.

Global Tiger

Limited to a current international student who has demonstrated success during their time at MU.

Leadership and Diversity Scholarship

Available to a current student from a traditionally underrepresented group or background who has demonstrated outstanding leadership during their time at MU.

Current Student Eligibility Requirements

To be eligible for any of the current student scholarship awards, student applicants are required to meet the following selection criteria. Students must:

- Be a current or returning student at the University of Missouri;
- Maintain a 2.75 cumulative GPA or higher;
- Be enrolled full-time and have at least one (1) remaining semester at Mizzou;
- Be in good academic standing.

Specific requirements may vary by scholarship. Individual chapters may develop their own selection criteria for their chapter-funded scholarships to current students with guidance from MAA to ensure financial compliance. MAA chapter liaisons can offer support and guidance in this area.

2014-2015 Incoming Student Scholarship Selection/Award Cycle

Each year, the alumni scholarship application and selection process follows the typical timeline outlined below. Some adjustments may be made depending on academic calendar year variations.

October 2014:

Online application becomes available at www.mizzou.com/scholarship2014

November-December 2014:

Online scholarship application promoted to alumni chapters and shared with other interested parties. Some chapters conduct visits to area high schools to promote the scholarship opportunity to interested and eligible students.

January 2015:

Scholarship promoted via email to all eligible students that have been accepted to Mizzou.

February 1st, 2015: Online Application Deadline.

All incoming students must submit application online by February 1st to be considered for an alumni scholarship.

February 2015:

Applications are screened and sorted by Mizzou Alumni Association. Applications are then mailed to regional chapters who have scholarship candidates for their review and selection. Applications that do not have regional chapters nearby are evaluated by a selection committee on campus and regional winners are chosen. Students who also qualify for Legacy scholarships are evaluated and selected.

March 2015:

Regional chapters review scholarship applications and make selections of their scholarship recipients. Chapters begin submitting scholarship selections to MAA using the scholarship selection form. Chapters notify selected scholars and MAA sends award letters via mail. Recipients are prompted to accept or decline their scholarship via an online form at www.mizzou.com.

March 20, 2015: Selection deadline for regional chapters

Scholarship recipients need to be selected and reported back to the Mizzou Alumni Association. April 1st is the financial aid priority deadline for campus and students begin making admission decisions based on financial aid packages presented to them at this time. Being able to include alumni scholarships in those financial packages assists in helping students make final admission decisions.

April 2015

Scholarship selection continues, primarily focusing on awarding and identifying alternates as some students decide not to attend MU, freeing up scholarship dollars for other students. MAA continues to mail award letters to selected students. Students accept or decline their scholarship via an online form at www.mizzou.com.

May 1, 2015: All applicants are notified of scholarship application status.

Students who applied but were not selected receive a letter in the mail notifying them. As students decline admission, MAA continues to award alternates scholarship dollars until funds are all allocated.

Scholarship Promotion

MAA actively promotes our scholarship opportunity to incoming students via social media, mailings, and targeted email notifications, including emailing all eligible students who have been admitted to MU. In addition, many chapters actively promote alumni scholarships to students in their chapter's geographic footprint and encourage them to apply. Not only does this promotion help boost application numbers and create a strong applicant pool, but it also enables the group to raise awareness of the chapter in the local community. Often times, scholarship promotion and outreach activities can be counted toward columns or capstone progress for those groups who choose to participate in our chapter recognition program.

High School Outreach

Some alumni chapters setup visits with area high schools, asking for a few minutes to address the senior class or an honor society meeting. Some chapters are given just a few minutes to discuss the scholarship opportunity; others bring in donuts, juice and breakfast items and spend 15-20 minutes discussing Mizzou, the application process, and scholarship opportunities with prospective or admitted students.

Talk to your chapter liaison to make sure you have all of the updated information about the year's scholarship cycle before trying to plan a high-school outreach event, and to also make sure you aren't inadvertently violating any admissions guidelines. MAA works closely with the Office of Admissions and we must all be cognizant of the "do's and don'ts" of student outreach to ensure we don't accidentally break any admissions/recruitment rules. One of your best ways to reach high school students is also through their high school counselors. Providing a high school counselor with the scholarship information, application details, etc. will ensure that interested students already looking at MU are aware of the scholarship opportunity. If your chapter needs some information or materials to provide high school counselors, please let your chapter liaison know.

Publicity

Some local chapters have experienced significant success by promoting their scholarship opportunity using several different strategies. Below are some examples other chapters have used:

- **Social Media:** Using a Facebook page to share the scholarship link and opportunity can help make parents aware of the opportunity, who in turn encourages their children to attend.
- **Business Cards:** MAA is able to provide you with a set of business cards with scholarship application information on them to distribute to parents and students in your area, if you are interested. It's a convenient way to share information and the cards are easy to keep on hand.

MIZZOU  ALUMNI
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Alumni Scholarship Program
Applications due February 1st, 2014

Awards range from \$500 to \$5000

123 Reynolds Alumni Center | Columbia, Missouri 65211-2100
www.mizzou.com/scholarship2014

Scholarship Requirements:

Must be admitted to MU for fall 2014

Either be in the Top 20% of your graduating class OR score a 26 or higher on the ACT

Be a first-time incoming freshmen

Questions? Let us know at maa@mizzou.com

Newspapers: Alumni living in communities with a local newspaper can place an advertisement encouraging students to apply. Even better, some chapters are able to have a piece written and published advertising how the chapter has achieved a \$1000 or \$4000 to award to an area student. Below is an article published in the local newspaper submitted by Parkland Area Tigers, a capstone level chapter in southeast Missouri.



The image is a screenshot of a news article from the Daily Journal Online. The page header includes the newspaper's name, navigation links like 'Quick Clicks', 'News', 'Sports', and 'Opinion', and a weather forecast for 25° Overcast. The article title is 'Parkland MU alumni to offer \$4,000 scholarship'. Below the title are social media sharing buttons for Facebook, Twitter, Google+, and a 'Share' button. The main image shows a group of about ten people, including men and women of various ages, standing together indoors. One woman in the center is holding a large, gold-colored check or certificate. The photo is credited to 'Mineral Area College'.

“To a lucky, local student enrolling in their freshman year at University of Missouri in Columbia next fall, the Parkland Area Tigers chapter of Mizzou Alumni Association will offer a \$4,000 scholarship — \$1,000/year for four years. The award will be dispersed in \$500 increments each semester, if the student maintains the required qualifications.

Parkland Area Tigers welcomes all MU alumni and supporters who live in the counties of Washington, Ste. Genevieve, Madison, Iron and St. Francois.

The scholarship application and minimal requirements are located at www.mizzou.com/scholarship, and the deadline to submit it is Feb. 1. After a screening process by MAA and the local alumni chapter, a student will be chosen by April 1.

Applicants must be accepted to Mizzou and have a student ID number issued, which should be indicated on the application. They need to be in the top 20 percent of their high school graduation class or achieve a minimum of 26 on the ACT, enroll as a full-time, 12-credit-hours student during each semester of their freshman year, and achieve a minimum 2.75 GPA during fall semester freshman year. For more information, contact Parkland Area Tigers’ scholarship committee chairman, Luke Roussin, at 5737-56-4547 or email him at parklandareatigers@gmail.com.”

SAMPLE: 2014 Incoming Student Scholarship Application

Student Number: 11223344

Regional Chapter Name



2014 Alumni Scholars Application

Last Name: Tiger First Name: Truman Middle Name: T.

Address: 123 Mizzou Way City: Columbia State: MO Zip: 65211

Phone: (573) 555-5555 Email: iheartmizzou@gmail.com

US Citizen?: Yes

Parent/Guardian Name: Robert L. Todd

Mizzou Alum?: Yes

Parent/Guardian: Mary Paxton Keeley

Mizzou Alum?: Yes

Number of Children in Family: 1 Number Attending College (excluding applicant): 0

High School: Univeristy High School (U-High)

County: Boone County

Student Rank: 1 in a senior class of 100 (Top 1%)

Does this high school rank: YES

ACT: 36 SAT: Not Reported GPA: 4.0

1. Discuss your passion for Mizzou and why you are excited about joining the Mizzou family. *Response is limited to 1500 characters, roughly 250 words.*
2. How would an alumni scholarship help you achieve your personal and academic goals at Mizzou? *Response is limited to 1500 characters, roughly 250 words.*
3. Describe an achievement or accomplishment you are most proud of and how it demonstrates your strengths and abilities. *Response is limited to 1500 characters, roughly 250 words.*
4. Describe any special circumstances not reflected in your application that you feel the scholarship reviewers should be made aware of. *Response is limited to 500 characters.*

SAMPLE: 2014 Incoming Student Scholarship Application

(continued)

Student Number: 11223344

Regional Chapter Name

Please list your high school activities, including positions held, number of years involved, and how many hours per week the activity requires. *Limit response to 5 activities.*

Name of Activity	Position Held	Years Involved	Hours per Week
1. Cheerleading	Captain	Since 1986	15 hrs/week
2. Basketball	Varsity Player	4 years	20 hrs/week
3. Football	All-American Tackle	3 years	20 hrs/week
4. Baseball	Pitcher	4 years	20 hrs/week
5. Student Gov.	Class President	2 years	5 hrs/week

Please list your community service or volunteer activities, including positions held, number of years involved, and how many hours per week the activity requires. *Limit response to 5 activities.*

Name of Activity	Position Held	Years Involved	Hours per Week
1. Tutoring youth	Tutor	4 years	5 hrs/week
2. Adaptive gymnastics	Coach	3 years	2 hrs/week
3. Church choir	Singer	10 years	4 hrs/week
4. Animal Shelter	Dog Walker	1 year	2 hrs/week
5. Therapy aid	Volunteer	2 years	4 hrs/week

Scholarship Selection Guidelines

All scholarship applications submitted to the Mizzou Alumni Association by the application deadline are sorted and screened by MAA staff. Any incomplete applications are discarded. Applications are then sorted and assigned to a chapter by geographic region, using the student information provided (Chicago students are assigned to the Chicago Alumni chapter, St. Louis to St. Louis Alumni chapter, etc.) In cases where a student attends high school in one county but lives in another, the student is assigned to the chapter where his or her high school is located (to ensure fair comparison). Once sorted, applications are forwarded onto the regional alumni chapters who actively award scholarship dollars. Applications evaluated for regional or Legacy scholarships are kept internally for review.

Once a chapter makes their scholarship selections, they complete the **scholar acceptance form** (see appendix for sample) and report their selections to MAA staff. Chapters should then contact their selected students directly (via phone) to notify them of their selection and confirm that student is planning on attending MU. If a student notifies you of their plans to not attend MU, be sure you let MAA know and identify when alternate you would like to have the funds awarded to.

Chapter Scholarship Committees

Typically, each alumni chapter has a group of volunteers who serve on the scholarship selection committee. Some chapters include outside community members or alumni who the chapter is interested in getting engaged in the chapter along with current board members. Each member reviews the scholarship applications and, once reviewed, the committee gathers together to make their selections. The volunteers all come to a consensus on which students to award scholarship funds to, as well as the amounts (if applicable). Some chapters also make the decisions not with a scholarship committee but with the entire board's consensus. Whatever your strategy, keep some things in mind:

Conflict of Interest

While MAA has no strict guidelines on who can or cannot sit on a scholarship selection committee, it is important that the individuals involved not have any conflict of interest that would impact their ability to be impartial judges. For example, if a board member has a child or family member being considered for a chapter scholarship, that individual should step back from the selection process for that specific year. In some cases, a parent who is very familiar with some of the applicants and their involvements (such as friends of the applicant's parents, etc.) should also consider removing themselves from the selection process to ensure impartiality. Volunteers should use their best judgment when determining who participates on the scholarship selection committee.

Selection Criteria: Merit-Based, *not* Need Based

MAA's scholarship awards are all merit-based, not need based. In order for a scholarship to be based on financial need, University guidelines require that tax-information and financial paperwork be submitted for review. Since MAA does not allow student applicants to submit tax records, FAFSA information or academic transcripts, alumni scholar selections must be merit-based. As a result, all scholarship award decisions are based on the personal, academic and professional achievements and accomplishments of each individual student. **We advise against reviewers from trying to extrapolate a candidate's financial need based on the application.** Judge each candidate based only on the information provided in the application to ensure a fair selection process.

Student Athletes and Athletic Compliance

It is important to note that the National Collegiate Athletics Association (NCAA) prohibits University of Missouri student-athletes from receiving financial award or incentives from organizations if the award was given based on athletics ability or performance. If an alumni chapter awards a scholarship to an incoming student athlete based on the student's athletic performance or participation that award is not permissible and it will be cancelled.

Because of this guideline, our applications ask that incoming student athletes refrain from including the intent to participate in athletics at Mizzou as part of their application. However, if you do have a student that references their intent to participate in collegiate athletics at Mizzou, members of the selection committee cannot and should not use that information when referencing and selecting your scholarship recipients. No preference can be given to an applicant because of their intention to play at the collegiate level. That is not to say that an incoming student athlete cannot win an alumni scholarship, but if they do receive an award, it must be due to their leadership, academic excellence and service and not because of their intent to participate in a sport at Mizzou.

Additionally, when a student athlete is awarded a scholarship from an outside organization, they are given an informational and compliance form that the student provides to the awarding organization to complete and resubmit. If you or a member of your alumni chapter receives that disclosure form from MU Athletics, please contact the Mizzou Alumni Association and notify our scholarship program director. We may need to either complete internally or we may need to sign off on it in some capacity to ensure the student is eligible to receive the scholarship you have awarded them.

If you have any questions or concerns about athletic compliance rules and regulations as it relates to awarding scholarships, please contact Anne Case-Halferty at casehalferty@missouri.edu or at (573) 884-7032.

Evaluating Scholarship Applications

Every alumni chapter uses different preferences or criteria when evaluating their scholarship candidates. In some chapter areas, volunteers live in smaller communities where the likelihood of knowing about an applicant's achievements or character is unavoidable. In other areas, the selection committee knows nothing about the candidate except for what is included on the application. And while some applications are easily passed on due to incomplete or insufficient information, often times, the top candidates are all equally qualified. Here are some things to keep in mind when evaluating your scholarship applications, as well as some sample grading rubrics.

What to Look For

There is no formula about characteristics that make up the ideal alumni scholar. However, there are some common characteristics that often emerge from a qualified scholarship candidate. Students who have articulated goals for their time at MU often have a strong work ethic and commitment to a particular field of study. Strong leadership skills are often demonstrated by increasing responsibilities in their various roles, along with honors and recognitions for their achievements. Some students have overcome significant challenges or obstacles and become determined and resilient as a result of those experiences. Others also demonstrate their commitment to service through long-term volunteer commitments or service to family members. Some students have limited extracurricular involvements because of employment and the need to support themselves financially. Whatever their situation, strong applications tend to have the following in common:

- Obvious passion for Mizzou;
- Understanding of academic opportunities available to at Mizzou given their interests;
- Demonstrated leadership, either through service, academics, or extracurricular activities.

Keep in mind that the University of Missouri is an incredibly diverse campus and a wide range of students are successful at Mizzou. A student who is a third-generation legacy at Mizzou may have a lot of knowledge about campus traditions, but a first-generation college student may value the importance of higher education more. As a result, we encourage you to have the following questions in mind when evaluating your scholarship applications:

- What are the applicant's future goals, and can MU help them achieve those goals?
- How can this scholarship change or impact the applicant's future?
- Is this student likely to succeed at MU, and will they represent our chapter proudly?

There is a portion of the application that instructs the student to *"Describe any special circumstances not reflected in your application that you feel the scholarship reviewers should be made aware of."* While there is no specific content that this question should solicit, it does provide students with the option to discuss their financial need or other factors they feel are important when considering their application. Above all, look for responses that are genuine rather than superficial, relevant instead of off-topic, and coherent rather than unclear.

Grading Rubrics

While grading rubrics are not necessary, using a common evaluation form does allow for consistency across a group of evaluators who likely vary in their evaluation strategies. The next few rubric samples can be used and repurposed for your own scholarship evaluation process, or can just offer a basic template from which to build on.

Sample Application Grading Rubrics

Academic Performance: Does the applicant meet the necessary GPA/scholarship eligibility requirements? Does their academic performance indicate the ability to balance extracurricular involves with coursework?

High School Activities: How active is the applicant in their high school? Does he/she hold any leadership positions within his/her organizations? How long as the student been involved in these activities?

Community Activities and Involvements: Is the applicant active within the community, taking initiative to involve him/herself with service and work activities and giving selflessly of his/her time?

Essay Responses: Are the essays well-written? Did the student take time in composing the essays? Does the student seem passionate about Mizzou? Does the student have future goals for their time at Mizzou? Is the student aware of the opportunities available to them at Mizzou given their major, career interests, etc.? Did they use good examples of past leadership?

Overall Impression: Do you think the applicant is likely to succeed at Mizzou? Do they appear to be an outstanding student? Given a limited number of available awards, do you feel this student should receive a scholarship? Does the student have a compelling case or need that sets them apart?

Applicant Name	Academic Performance (10 points)	High School Activities (10 points)	Community Activities (10 points)	Essay Responses (50 points)	Overall Impression (20 points)	Total Score (100 total)

Top Applicants: 1. _____

Award Amounts: _____

2. _____

3. _____

Sample Application Grading Rubrics
(continued)

Rocky Mountain Tigers				
2013 Alumni Scholars Application Rubric				
Name _____	Grader _____			Date _____
	3 points each	2 points each	1 point each	0 points each
Essay How well the applicant answered the prompt and overall quality of writing. Score: ____	<ul style="list-style-type: none"> * Applicant addresses the prompt by <i>clearly</i> communicating which Mizzou core value (respect, discovery, responsibility, or excellence) they most identify with. * Applicant provides thoughtful examples of how they have applied the core value in past experiences. * Applicant gives a detailed and thoughtful reflection on how they will exemplify the core value while a student at Mizzou. 	<ul style="list-style-type: none"> * Applicant addresses the prompt by indicating which Mizzou core value (respect, discovery, responsibility, or excellence) they most identify with. * Applicant provides examples of how they have applied the core value in past experiences. * Applicant reflects on how they will exemplify the core value while a student at Mizzou. 	<ul style="list-style-type: none"> * Applicant attempts to address the prompt, but it is unclear which Mizzou core value (respect, discovery, responsibility, or excellence) they most identify with. * It is unclear how the applicant has applied the core value in past experiences * It is unclear how the applicant will exemplify the core value while a student at Mizzou. 	<ul style="list-style-type: none"> * Applicant does not address the prompt. * Applicant does not apply the core value to past experiences * Applicant does not reflect on how they will exemplify the core value while a student at Mizzou.
GPA and Academic Rigor Evidence of applicant's academic success. Score: ____	<ul style="list-style-type: none"> * ACT is 28 or better * Applicant is in the top 10% of their class 	<ul style="list-style-type: none"> * ACT is between 27 and 25 * Applicant is in the top 15% of their class 	<ul style="list-style-type: none"> * ACT is between 24 and 22 * Applicant is in the top 20% 	<ul style="list-style-type: none"> * ACT is below 22 * Applicant is not in the top 20% of their class
Involvement How involved the applicant is in school and community related activities. Score: ____	<ul style="list-style-type: none"> * Applicant is heavily involved in school activities that demonstrate leadership, commitment, individuality, and passion. * Applicant is heavily involved in community activities that demonstrate commitment, compassion, and a sense of responsibility and or desire to make a positive impact on others. 	<ul style="list-style-type: none"> * Applicant is involved in multiple school activities that demonstrate leadership. * Applicant is involved in multiple community activities that demonstrate commitment and responsibility. 	<ul style="list-style-type: none"> * Applicant is involved in one or more school activities. * Applicant is involved in one or more community activities. 	<ul style="list-style-type: none"> * Applicant did not indicate any involvement in school activities * Applicant did not indicate any involvement in community activities.
TOTAL: ____ (Out of a possible 21 points) <input type="checkbox"/> Applicant is a Mizzou legacy	COMMENTS: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>			

Scholarship Candidate Interviews

Each chapter is free to organize a selection process that suits your individual needs. All received applications from your area are forwarded to you – whether they meet the stated minimums or not. MAA funded scholarships (Columns or Capstone level awards) can only go to students who meet the minimum criteria (26 or better on the ACT or top 20% of high school class), but your chapter is free to award scholarships with its own funds to any student that it deems worthy.

Some chapters conduct phone or in-person interviews to gather additional information about their scholarship candidates prior to making their selections. While this is certainly not a requirement, for the chapters who have the volunteer support and time to include this step into their review process, this is a way for chapters to supplement the information provided in the scholarship application. Any chapter who chooses to conduct phone or in-person interviews is responsible for setting up the details of those interviews with the student candidates.

When selecting who to interview for the scholarship, each chapter approaches the process differently. Some scholarship committees rank their top five candidates and conduct interviews of those students, while others interview all student applicants (if they have a small, manageable applicant pool). Some chapters who offer a substantial scholarship amount (\$5,000) interview their top candidates and award staggered, tiered amounts to all interviewees (\$5000 to top, \$2500 to second, \$1000 to third, etc.). Just keep in mind that the return on your volunteers' time *and* the applicant's time are important; you don't want to have a student complete an intensive in-person interview only to walk away with a \$250 award.

Additional Considerations for Interviews

If your chapter is considering adding a supplemental interview, either in person or via phone, keep in mind the additional time commitment that your scholarship committee will be making. In addition to the actual interviews, there is sometime additional time spent up-front on contacting the students, scheduling interviews, and blocking off the time necessary to complete that process.

Keep in mind some of the student applicant considerations as well. If you are interviewing students from a wide geographic region, commuting to a single location for an in-person interview may not be feasible, in which case a telephone interview works best. Students may have scheduling conflicts or commitments that prevent them from participating during your selected time window. Be sure your scholarship selection committee has considered those options and is prepared if some of those conflicts arise.

Phone Interviews

Below is a phone interview rubric used by the Rocky Mountain Tigers, the regional alumni chapter based in Denver, Colorado. As an out of state chapter, RMT often has students who end up not choosing Mizzou in favor of other Colorado schools. Their phone interview questions are designed to help identify which students are truly passionate about Mizzou and more likely to attend.

Prior to the interview, the chapter contacts their scholarship finalists and let them know the day and time a scholarship interview will be conducted. Setting aside 15 minutes (or so) for each interview, students are scheduled for different time slots with some time in between each interview for the committee to make notes and discuss the candidate. The scholarship committee meets in the office of an alumnus or alumna who has a speaker phone and they call candidates at the prescheduled time slots.

SAMPLE PHONE INTERVIEW QUESTIONS:

To begin, a brief introduction is given by a member of the selection committee, and then each member gives a brief introduction to the interview candidate to put them at ease (name, grad year, degree, etc.). The person who started off the phone call then explains to the candidate what to expect and reassures them that, if there are any pauses, it is probably because they are taking notes on their end.

- 1) *Mizzou has four core values, which include respect, discovery, responsibility and excellence. Which core value do you most identify with and why?*
- 2) *How do you plan on embodying this value while at Mizzou?*
- 3) *What do you plan on studying at Mizzou?*
- 4) *Why do you feel Mizzou is a good fit academically for your chosen field of study?*
- 5) *The transition from high school to higher education can be a challenging one, how do you plan on managing the increased academic demands?*
- 6) *There are many ways of becoming involved on Mizzou's campus, how do you plan on becoming involved?*
- 7) *How do you feel you will contribute to the student community at Mizzou?*
- 8) *Do you have any questions for us about Mizzou, or the Rocky Mountain Tigers / Mizzou Alumni Association?*

Following the interview, the scholarship selection committee then provides the student with some additional information about what to expect next in the scholarship process:

ADDITIONAL INFORMATION:

**The final decision will be made within the next two weeks. If selected, they will hear from a representative from our chapter, as well as the MAA.*

**MAA puts all applications into a pool to be considered for other award programs, so even if they are not selected for this particular scholarship, they are still being considered for other awards. If they are selected for a different award, they will hear directly from the MAA.*

**Regardless if the student is selected for the scholarship, they are still invited to the RMT senior sendoff. Every summer we host a freshman sendoff BBQ. It's typically in July, and is a great way to meet fellow incoming freshman from Colorado. They will receive an email with specific details, and we would love to see them there!*

While the phone interview is taking place, the members of the selection committee keep track and make notes on the following interview rubric. At the end of the interview, each evaluator takes time to tally the candidate's scores, make notes, and give the candidate an overall grade. Each evaluator tries to come up with an overall assessment before moving onto the new interview (as time permits). This strategy is helpful because, as we often find, all of the scholarship candidates are typically outstanding and it can be hard to differentiate between them at the end of all the interviews.

Rocky Mountain Tigers
2013 Alumni Scholars Interview Rubric

Name _____	Assessor _____		Date _____	
	3 points each	2 points each	1 point each	0 points
<p style="text-align: center;">Interview questions 1 – 2</p> <p style="text-align: center;"><u>Core Values</u> Which core values the applicant chose and how he or she will embody this core value while a student at Mizzou.</p> <p style="text-align: center;">Score: _____</p>	<ul style="list-style-type: none"> * Applicant answers the question <i>clearly</i> communicating which Mizzou core value (respect, discovery, responsibility, or excellence) he or she most identifies with and WHY. * Applicant gives a detailed, thoughtful, and passionate answer on how he or she will exemplify the core value they chose while a student at Mizzou. 	<ul style="list-style-type: none"> * Applicant answers the question by stating which Mizzou core value (respect, discovery, responsibility, or excellence) he or she most identifies with and WHY * Applicant answers the question on how he or she will exemplify the core value they chose while a student at Mizzou. 	<ul style="list-style-type: none"> * Applicant attempts to answer the question, but it is unclear which Mizzou core value (respect, discovery, responsibility, or excellence) he or she most identifies with and WHY. * Applicant attempts to answer the questions, but it is unclear how he or she will exemplify the core value they chose while a student at Mizzou. 	<ul style="list-style-type: none"> * Applicant does not answer the question of which Mizzou core value (respect, discovery, responsibility, or excellence) he or she most identifies with and WHY * Applicant does not answer the question of how he or she will exemplify the core value they chose while a student at Mizzou.
<p style="text-align: center;">Interview questions 3-5</p> <p style="text-align: center;"><u>Academics</u> What the applicant plans on studying while at Mizzou, why Mizzou is the best fit for this field, and how he or she plans on managing the increased academic demands of higher education.</p> <p style="text-align: center;">Score: _____</p>	<ul style="list-style-type: none"> * Applicant answers the question <i>clearly and enthusiastically</i> communicating what he or she plans on studying while at Mizzou * Applicant answers the question <i>clearly</i> communicating why Mizzou is the BEST fit academically for his or her chosen field of study. * Applicant answers the question <i>clearly and realistically</i> communicating how he or she will manage the increased academic demands of higher education. 	<ul style="list-style-type: none"> * Applicant answers the question by indicating what he or she plans on studying while at Mizzou * Applicant answers the question by indicating why Mizzou is a good fit academically for his or her chosen field of study * Applicant answers the question communicating how he or she will manage the increased academic demands of higher education. 	<ul style="list-style-type: none"> * Applicant attempts to answer the question, but it is unclear what he or she plans on studying while at Mizzou. * Applicant attempts to answer the question, but it is unclear why Mizzou is a good fit academically for his or her chosen field of study * Applicant attempts to answer the question, but it is unclear how he or she will manage the increased academic demands of higher education. 	<ul style="list-style-type: none"> * Applicant does not answer the question regarding what he or she plans on studying while at Mizzou. * Applicant does not answer the question of why Mizzou is the good fit academically for his or her chosen field of study * Applicant does not answer the question of how he or she will manage the increased demands of higher education (OR the answer indicates that he or she is not prepared to do so).
<p style="text-align: center;">Questions 6 - 7</p> <p style="text-align: center;"><u>Involvement</u> How the applicant plans on becoming involved on Mizzou's campus, and how he or she feels they will contribute to the student community</p> <p style="text-align: center;">Score: _____</p>	<ul style="list-style-type: none"> * Applicant answers the question <i>clearly and passionately</i> communicating how he or she plans to become involved on Mizzou's campus. * Applicant answers the question <i>clearly and excitedly</i> communicates how he or she feels they will contribute to the student community at Mizzou 	<ul style="list-style-type: none"> * Applicant answers the question communicating how he or she plans to become involved on Mizzou's campus * Applicant answers the question communicating how he or she feels they will contribute to the student community at Mizzou 	<ul style="list-style-type: none"> * Applicant attempts to answer the question, but it is unclear how he or she plans to become involved on Mizzou's campus * Applicant attempts to answer the question, but it is unclear how he or she feels they will contribute to the student community at Mizzou 	<ul style="list-style-type: none"> * Applicant does not answer the question of how he or she will become involved on Mizzou's campus (OR, answer indicates the applicant does not plan on becoming involved on Mizzou's campus). * Applicant does not answer the question of how he or she feels they will contribute to the student community at Mizzou (OR, answer indicates the applicant will not contribute to the student community at Mizzou).
<p style="text-align: center;">TOTAL: _____ (Out of a possible 21 points)</p>	<p>COMMENTS:</p>			

In-person Interviews

Similar to phone interviews, there are some logistical considerations for the groups wishing to conduct in-person interviews with their scholarship candidates. Most chapters who perform in-person interviews set a number of candidates they are willing to interview---typically no more than ten (10) applicants. In-person interviews take significant time investment from the chapter volunteers conducting the interview, who generally must set aside an evening or an entire afternoon to complete the interview process. Keep in mind that, unless the interviews are held on a weekend, students have academic commitments and after-school commitments and may not be free before 4:00pm or 5:00pm.

Once the candidates who are selected for an interview have been identified, the chapter contacts those finalists and let them know the day and time a scholarship interview will be conducted. Setting aside 15 minutes (or so) for each interview, students are scheduled for different time slots with some time in between each interview for the committee to make notes and discuss the candidate. If you set aside 20 minutes per candidate (15 for question, 5 for finalizing scores/wrap-up) you can interview three candidates in an hour. If interviewing 10 candidates, the interview process will take about 3.5 hours; if you add additional time to finalize decisions and award amounts, you can plan on a 4 hour block of time needed.

You may also consider having someone volunteer to be a greeter to welcome students when they arrive for their interviews. Most candidates will show up early, and having a greeter who can answer questions and notify your panel when students arrive helps put everyone at ease and make sure the whole affair runs smoothly.

SAMPLE IN-PERSON INTERVIEW QUESTIONS:

To begin, a brief introduction is given by a member of the selection committee explaining the interview's purpose, which is to get acquainted, learn more about the student, their background and their aspirations. The selection committee member also tells the students what to expect (a panel of questions and members who will be taking notes on their responses), and prompts each committee member to introduce themselves and their connection to the chapter.

Background Information

- 1) *Tell us a little bit about yourself and your involvements.*
- 2) *What is your primary reason for applying to MU? Did you apply to any other institutions?*
- 3) *What activities or groups do you see yourself getting involved with at Mizzou?*
- 4) *Do you already have a favorite Mizzou memory or tradition?*
- 5) *What would receiving this scholarship mean to you and your family? Do you believe it would make a difference in your educational experience?*

Personality Information

- 1) *What personal skills or attributes do you see as being important to your success at Mizzou? How have you demonstrated those skills in high school?*
- 2) *Tell us about some of your leadership experiences. What have these experiences taught you?*
- 3) *Tell us about a challenge you recently faced. How did you handle the situation? Were you satisfied with the outcome?*
- 4) *What do you think are the characteristics of qualities of a good leader?*
- 5) *What are you most excited about when you think about attending Mizzou this fall?*

Scholarship Award Guidelines: Notification & Disbursement

Selection of Scholars and Alternates

Once you have identified who your alumni scholars are, complete and submit the Scholarship Selection Report (see below), included in your scholarship application packet. Scholarship decisions should be completed and reported back to MAA by Friday, March 20 via fax, mail or email. University Financial Aid Award packages are finalized on April 1st and submitting selections in advance of that deadline allows our scholarship to be factored in with the support package presented to each student.

Selection Deadline:
March 21, 2014



**\$1,000 year x 4 years= Capstone
\$1000 = Columns**

Alumni Chapter Scholarship Selection Report

The following students have been selected for 2014-2015 academic year scholarships.

Recipient's Name	MU Student #	Chapter Funded	MAA Funded	Total
		\$	4 X \$1,000	

ALTERNATES for above scholarships IN RANKED ORDER

1.	4.
2.	5.
3.	6.

Any additional funds awarded beyond the chapter's columns or capstone award is up to the determination of the chapter. However, if you award additional funds, please note that those funds need to be submitted to MAA no later than May 30th. Additional funds can be added to the MAA-funded award to create a larger total reward, or they can be awarded as additional scholarships to other students.

Alternates

When possible, we strongly suggest selecting alternates for your scholarship awards and then rank-ordering your alternates when submitting your selection report. Often times, a chapter will have one or more students who elect to attend college elsewhere, and the award is then transferred to the first alternate in line. Please make sure that you note alternate recipients (several, if possible) in rank order so that a replacement can be made if your selected scholar declines their admission or ends up not enrolling next fall. Alternates are important for all chapters but particularly for out of state chapters.

Scholar Notification and Transfer of Funds

Once we receive your scholar selection report, the Mizzou Alumni Association in turn sends a personalized letter to each selected scholar congratulating them on their recognition and specifying the amount of their scholarship. We also prompt them to log onto our website to formally accept their scholarship so we can transfer the funds to their financial aid account. If you learn that a student you selected for an award is no longer coming to Mizzou, please let us know as soon as possible so we can update our records and award the funds to an alternate. We promise all students will be notified of their award status, whether they are selected or not, by May 1st.

We encourage you to notify your scholarship recipients by calling them directly and notifying them of their selection and the award amount. These are your scholarship recipients, after all, and their selection begins a relationship between the student, the student's family, and your local alumni chapter. It is exciting for the student and their family, and it is also rewarding for the scholarship selection committee, who have spent time, energy and effort selecting the best candidates for the award. When you do contact the student, make sure you include the following information:

- Amount of the award received;
- The student can expect a letter with details on the award in the mail over the next few weeks;
- Students are required to formally accept their award via an online form in order to finalize the transfer of funds to their financial aid account. Details are included in their award letter;
- If your chapter has an upcoming senior sendoff event or summer event, make sure to mention it and let them know that details will be shared with them as that date approaches.

We also encourage you to contact any student who interviewed for your scholarship that was not selected for the award and to let them know their status. Following up with them ensures they know their status and what to expect, if anything, moving forward. It can be a difficult conversation to have, but it's an important step to make sure all students are aware of the status of their award.

Please note that you do generally not need to inform alternates that they are currently an alternate for an award. If an alternate becomes eligible for an award, we will work with that student directly while notifying your chapter scholarship chair accordingly. If you do decide to tell a student if they are an alternate, be sure to let them know how they will be notified if they end up receiving an award.

Scholarship Award Disbursement

Once MAA receives your scholarship selection report, we transfer the awarded funds over to the Office of Financial Aid and follow up on any cancellations, award adjustments, etc. on an ongoing basis. If your chapter awards funds beyond your \$1000 column or your \$4000 capstone award, please make sure those funds are provided to us no later than May 23rd, 2014.

Any scholarships in amounts of \$1000 or above are typically split into two payments: one the fall semester of the recipients first semester on campus, and the second in the spring semester. The spring semester award is contingent on the student remaining enrolled full time and maintain a 2.75 GPA (and stay in good academic standing). For students who receive a capstone award, which is \$1000 for a total of four years, those same renewal requirements apply. Again, if you find out that one of your selected scholarship recipients is no longer planning on attending Mizzou, please let us know so we can follow up with that student and, if true, re-award their funds to an alternate student.

True Tiger Memberships for Scholars

In addition to the opportunity to award scholarships to selected students, MAA also assists chapters in purchasing and awarding True Tiger memberships to students from their chapter area. Some chapters award a free True Tiger membership to a scholarship recipient, paid for out of chapter allocation funds. Some chapters award True Tiger members to all scholarship applicants in their area, regardless if they are selected or not, to help get the student involved in the student alumni organization once they are on campus. Any memberships purchased by the chapter are also applied to the chapter's yearly new member recruitment total, and can count toward the yearly membership quota a chapter must obtain.

Once you have selected your scholarship recipients, be sure to complete the True Tiger Membership Selection Report with the necessary information regarding if (and how many) True Tiger memberships you intend to purchase.



Alumni Chapter True Tiger Membership Awards

- Our chapter will NOT be purchasing any True Tiger memberships at this time for our scholarship Recipients and/or applicants.
- Please process gift memberships (\$25 each) for the students outlined below.

Check, Chapter funds, etc.

Student Name	MU Student #	June/July?	Form of Payment

Memberships Processed in JUNE 2014:

True Tiger Memberships processed in June will be debited for your *current* year chapter allocation account. If there is not enough allocation to cover the cost, the chapter will need to cover the costs using local funds. The students will be credited as new members for your chapter appeal code in the **current** fiscal year (ending June 30th, 2014).

Memberships Processed in JULY 2014:

True Tiger memberships processed in July will be debited from the next year's chapter allocation. The students will in turn be credited as new members for your chapter's appeal code for the **next** fiscal year (July 1, 2014-June 30, 2015).

Alumni Scholar Engagement

One of the best things about our alumni scholarship program are the relationships and bonds formed between scholarship recipients and their awarding chapters. Students are often immediately welcomed into their local Mizzou family, and many students find the support and encouragement chapters provide during their time at Mizzou very valuable. We encourage alumni chapters to stay in contact with their alumni scholars, both their most recent scholars as well as ones from previous years. Not only can staying in touch with your scholar be a rewarding experience, but some chapters use outreach to their alumni scholars as a student engagement opportunity for the Columns program.

Scholars at Senior Sendoffs

Many chapters host an “Off to Mizzou” senior sendoff event to help celebrate area students who have chosen to attend Mizzou. Be sure to invite your scholarship recipients to this event, and if the opportunity to introduce and celebrate your scholars is possible, it never hurts to announce their names or have them stand to be recognized (as you are able).

Just keep in mind that some students may have received an alumni scholarship but not from your specific alumni chapter. Legacy scholars, for example, are awarded funds from a centrally-administered MAA scholarship program, but many associate with a chapter and think of themselves as a chapter scholar. Regardless of where the scholarship dollars come from, we encourage you to support and welcome these students and invite them to your events and activities.

Scholars as Chapter Volunteers

Some students return to their home chapters during breaks to attend watch parties and provide an update on their experience at Mizzou. Other alumni scholars assist as volunteers at various chapter events during their time at Mizzou. Some chapters even use the stories of their scholar’s success in a written scholarship appeal, highlighting the impact scholarship dollars can make on a student. While students are busy and have many obligations on their time, many want to participate in at least one event as a demonstration of their appreciation for the scholarship.

Connecting with Scholars on Campus

If you are ever visiting campus and looking for the chance to connect with your scholarship recipients, feel free to reach out to them to see if they are available or interested. Some chapters send “good luck on finals” kits to their scholarship recipients, and others may send a birthday card or a “welcome to college” kit at the start of the semester. MAA is happy to work with you to help your scholarship recipients feel connected to Mizzou and to their chapter. If you have any great alumni school engagement ideas, let us know; we’re always interested to hear what chapters do to connect with their scholarship recipients!