

## **Scholarship Best Practices for State and Local Committees**

The following information is provided as a guide to assist chapters in disseminating information and collecting applications for MSPE Scholarships. It also serves as an outline for the process at the local and state levels. The goal is to help as many students as possible.

1. Determine Scholarship Chair at local level. This person will also serve on the State Scholarship Committee.
2. Establish a list of school districts your chapter area and collect contact information for school counselors.
3. Send information and scholarship application to school counselors when it is available from the State MSPE office (late fall).
4. Send information and scholarship application to chapter members and local engineering firms and ask them to distribute to any students they know.
5. Announce the availability of scholarship applications on chapter social media/website and in local newspapers.
6. Send follow-up/reminder to all contacts in early January to remind of submission deadline (Feb. 7)
7. Collect all applications.
8. Score all applications using the scoring matrix provided by the State Scholarship Committee. Scoring must be completed by the end of February.
9. Submit all scored applications to the State MSPE office.
10. State Scholarship committee will meet in March to determine the recipients of scholarships.
11. Winners will be notified immediately with an acceptance deadline of mid-April.
12. Any scholarships that are declined will be offered to the next eligible student.
13. All recipients will be determined by Mid-May so information can be sent to local school districts to be announced at award ceremonies and/or graduation.
14. Checks will be sent to the University by August 1.

### **Local Scholarships**

1. If the local chapter plans to present scholarships, they can offer scholarships to students that do not receive a state scholarship.
2. Chapters should notify the State office of recipients and amount of scholarships.