

**College of Education
University of Nevada, Reno**

**PROCEDURES FOR AWARDING SCHOLARSHIPS AND OTHER
FINANCIAL AWARDS IN THE COLLEGE OF EDUCATION**

Scholarships are an important source of financial aid that assists students in completing their university studies in a timely manner. Therefore, it is important that donor expectations of their sponsored scholarships be met. This document outlines the procedures used in the College of Education (COE) to award scholarships and steward donor recognition.

The associate dean has been designated by the dean to have oversight responsibilities for awarding scholarships and other financial awards in the College of Education. The associate dean will work collaboratively with the COE Scholarship Committee Chairperson and Development Director to help assure that awarding and stewarding of donors is accomplished in a timely and professional manner.

Timeline

1. March: The UNR Financial Aid/Scholarship Office will let the college know how much spending authority is available to award.
2. March/April: The COE Scholarship Selection Committee will meet and make their nominations for awards. The committee chairperson is responsible for compliance check of nominees against the spending authority sheets before submitting nominees to the University Scholarship Office. The chairperson will sign the spending authority forms attesting to compliance. **FOR AUDIT PURPOSES, COPIES OF THE SIGNED SPENDING AUTHORITY FORMS WILL BE RETAINED IN THE COLLEGE.**
3. March/April: Upon selection of scholarship recipients by the COE Scholarship Selection Committee, nominations are forwarded to the UNR Scholarship Office by the COE Scholarship Selection Committee Chair.
4. April/May: The UNR Scholarship Office will confirm that the nominees are eligible and then post the awards to the students' files. The UNR Scholarship Office then notifies the Chairperson of the COE Scholarship Selection Committee of final selections. **NOTIFICATION WILL BE SENT TO STUDENTS BY THE COE DEAN AFTER NOTICE HAS BEEN RECEIVED FROM THE SCHOLARSHIP OFFICE THAT THE NOMINEES ARE QUALIFIED.**
5. Students are notified electronically by the UNR Scholarship Office of their award packages. These notifications include both financial aid and scholarship awards. The funds are disbursed to the students' EPAWS accounts electronically and automatically 10 days prior to the start of the term. If the awards are made after the start of the term, the funds are

disbursed as soon as the UNR Scholarship Office releases them. The disbursement is an overnight process.

6. May/June: Once the UNR Scholarship Office has confirmed that nominees are eligible; collecting ‘thank you’ letters will begin and is the responsibility of COE Development Director and his/her assistant to complete (*see attached examples for thank you collection and compilation*).
7. The following process is followed in the UNR Donor Relations Department, and in absence of other written process, is the suggested process for schools/colleges:
 - a) Send an e-mail to the student with name of scholarship (for example: Mary Jones Scholarship) and who the letter should be addressed to (for example: Mr. John Jones).
 - b) Less than a week later, if the letter is not received, send a letter by mail to the student and a follow-up email.
 - c) Two weeks later, if no letter is received, a phone call is made with a follow-up e-mail informing the student that by not sending in a letter they are at risk of forfeiting their scholarship for the spring semester.
 - d) ***To withhold spring funds, students should be notified in writing and in advance of the hold on their award.*** Names for withholding of awards must be given to the UNR Scholarship Office no later than the Friday before Thanksgiving week.
8. After ‘thank you’ notes are received, they are sent to donors by the COE Development Director and his/her staff along with information about the recipients (*see attached examples*). For stewardship purposes, the COE Development Director will check recipient information against the original gift agreement and also compile and provide any additional reporting information requested by the donor. These notes will be sent together with a cover letter from the COE Development Director and will provide to the donor the contact information of the development director should there be questions or concerns.
9. Development directors may wish to keep a copy of the correspondence. The mailing should be noted in Actions in Raiser’s Edge.

College of Education Scholarship Committee

Awarding of scholarships in the College of Education will be done by the COE Scholarship Selection Committee. The committee will consist of a chair, the coordinator of the Student Advisement Center, one representative from the following departments: Curriculum, Teaching, and Learning; Educational Specialties; and Human Development and Family Studies, and one graduate student representative – all to be appointed by the associate dean in consultation with the dean and the department chairs. The associate dean will serve as an ex officio member of the committee. Each department representative and the student member will serve a two-year term. Alternating terms will be determined beginning spring term 2009. Terms will be on a calendar year basis. Committee members may be reappointed. The COE Development Director may serve as an ex officio member of the Scholarship Selection Committee.

The following procedures will be used in the scholarship selection process:

- The COE Scholarship Selection Committee chair will convene a meeting of the committee when the scholarship applications have been received.
- Scholarship selections will be made by the full committee in accordance with the requirements described for each scholarship.
- Following the completion of the selection process, the committee chair will complete the spending authority forms and check them over for accuracy. A second person on the committee will also review the forms for accuracy. After the forms have been checked they will be submitted to the UNR Scholarship Office.
- In the event that a scholarship is unused and there is an opportunity to make another selection, or scholarship awards become available for other reasons, the committee chair and at least one other member shall meet to decide upon further selections.

Other College Awards

Departments in the college may have financial awards that they are responsible for administering such as the Edwin Dodson Award and The Dana Davis Award. Each department will be responsible for having written eligibility criteria, application process, selection procedures, and timeline for each of these awards. Copies of these documents will be kept on file by the COE Associate Dean. The following College of Education procedures will be used once the award recipient is selected:

- The department chair or designee will complete the award sheets and submit them to the COE Scholarship Selection Committee Chair.
- The COE Scholarship Selection Committee Chair will submit the spending authority sheets to the appropriate office for distribution of funds.
- The department will require award recipients to send a letter of thanks to the donors using the schedule for other college scholarship awards.

Awards from Dean's Future Scholars Endowments

Financial awards provided from endowments for the Dean's Future Scholars Program (DFS) will be determined and awarded using the following procedures:

- The DFS Program will have written eligibility criteria, application procedures, selection procedures, and timelines for each endowment. Copies of these documents will be kept on file by the COE Associate Dean.
- Preference will be given to DFS students majoring in education.
- For DFS scholarships or awards, students will use the UNR scholarship application, complete it, print it out, and indicate on the top that it is for the DFS program.
- Applications will be submitted to the DFS program director.
- A DFS Scholarship Selection Committee consisting of the program director as chair, a DFS program graduate assistant, and two COE faculty members will be formed. The associate dean will serve as an ex officio member of the committee. The graduate assistant and two regular tenure track faculty members will serve two year terms

beginning in spring 2009. Terms will be on a calendar year basis. The associate dean in consultation with the committee chair will appoint the faculty committee members.

- The DFS Scholarship/Awards Committee chair shall call a meeting of the selection committee when applications have been received and it is time to select the recipients. The committee chair shall not make any awards without consulting with other committee members.
- After the selection process is completed the committee chair will complete the award sheets and submit them to the college scholarship committee chair.
- The scholarship committee chair will submit the spending authority sheets to the appropriate office for distribution of funds.
- The DFS program director will require award recipients to send a letter of thanks to the donors using the schedule for other college scholarship awards.

Approved by the COE Leadership Team on January 26, 2009

FIRST E-MAIL

Dear «FirstName»:

Congratulations! The University of Nevada, Reno Scholarship Office should have recently notified you that you have been awarded the «Scholarship_Name» Scholarship for the 2008-09 academic year. In order to ensure proper disbursement of your fall and spring funds, we ask that you write a personal thank you note, addressed to: «Donor», who is the individual or individuals responsible for helping fund your education. If you are unaware of your scholarship, please call the Scholarship Office (784-4666) for more details. If you are continuing on a scholarship for another year, a card of appreciation is requested each year. If you are receiving multiple awards, a separate copy should be addressed to each donor. The letter or card does not need to be lengthy, but it should include some details you are comfortable sharing about yourself (major, future plans, home life, etc.) and what the scholarship means to you. Please make sure your letter or card is neat and easy to read and free of errors.

For your convenience we have two options for turning in your letter:

- You may bring the letter or card in an unsealed envelope directly to the College of Education Dean's Office, William Raggio Building Room 4107.
- You may e-mail your message at mclaich@unr.edu (either as part of your e-mail or in an attached Microsoft Word file), and I will print it out. To avoid any technical difficulties, please send it with a "return receipt requested", so you know I have received it.

Once I receive your letter, I will mail it to your scholarship donor(s) for you, so no addresses are needed. Please have your letter to me before classes start on August____, so I may send your note in a respectable time frame, on your behalf.

If you have any questions, please call Ms. Terri Beber at 775-682-9651 or email her at tabeber@unr.edu. Thanks for keeping Nevada's scholarship program strong.
Sincerely,

William E. Sparkman, Dean
College of Education

FIRST LETTER & SECOND E-MAIL

Dear <MERGE>:

Congratulations once again for being selected for the <MERGE> scholarship. You were notified several weeks ago of your responsibility as a scholarship recipient to write a thank you letter to the donor or organization funding your scholarship. **We have not yet received your letter** and request you either **send in your letter or contact our office immediately to ensure proper distribution of your funds.**

In order for proper disbursement of your fall and spring funds, we ask that you write a personal thank you note, addressed to: the <MERGE> who is the individual or individuals responsible for helping fund your education.

If you are unaware of your scholarship, please call the Scholarship Office (784-4666) for more details. A card of appreciation is requested for each year. If you are receiving multiple awards, a separate copy should be addressed to each donor.

The letter or card does not need to be lengthy, but it should include some details you are comfortable sharing about yourself (major, future plans, home life, etc.) and what the scholarship means to you. Please make sure your letter or card is neat and easy to read.

For your convenience we have two options for turning in your letter:

- You may bring the letter or card in an unsealed envelope directly to the College of Education Dean's Office, William Raggio Building Room 4107.
- You may e-mail your message to mklaich@unr.edu (either as part of your e-mail or in an attached Microsoft Word file), and I will print it out. To avoid any technical difficulties, please send it with a "return receipt requested", so you know I have received it.

Once I receive your letter, I will mail it to your scholarship donor(s) for you, so no addresses are needed. Please have your letter to me as soon as possible, so I may send your note in a respectable time frame, on your behalf.

If you have any questions, please call me at (775) 784-6914 or email my assistant, Terri Beber at tabeber@unr.edu. Thanks for keeping Nevada's scholarship program strong.

Sincerely

XXXXXXXXXXXX
Development Officer
College of Education

LETTER TO DONOR

<Date>

<Donor>

<Address 1>

<Address 2>

Dear <Donor>:

This fall we welcomed almost 17,000 upperclassmen, freshmen, and faculty to the University campus for the 2007-2008 academic year. Each of these individuals demonstrates academic brilliance, personal accomplishments and commendable values that characterize the University of Nevada, Reno.

The University has a distinguished record of service to the state and nation and gains its strength through top students. Your dedication to the <MERGE> Scholarship helps to prepare highly qualified professionals and leaders, whatever their family circumstances.

The 200_ recipient of the <MERGE> Scholarship is <STUDENT>. <STUDENT> is majoring in _____ and is a student of high academic performance and professional potential. Our office recently received a thank you note from this outstanding student and we are pleased to enclose it for you to enjoy and share.

Should you have any questions regarding your scholarship, please do not hesitate to contact one of us at (775) 784-4345. Thank you again for providing much-needed resources to our students. Your investment creates opportunities and improves lives.

Sincerely,

William E. Sparkman
Dean

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Development Officer