**2024 Guidelines for setting up Scholarship selection for**

**Home Bureau scholarships.**

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1. College receives a letter from Federation Scholarship Chairman in late January.
	1. This letter reminds the contact person at the college that it is time to start thinking about setting up selection.
	2. Gives our webpage address: all information and forms are on the webpage that is needed to do the selection.
	3. Gives the due date that the college and the home bureau selection committee should return the award form to Scholarship chairman and the Assistant Scholarship Chairman
	4. Gives any new information that the Federation has changed about our scholarships.
	5. Included in the letter is a list of the home bureau selection committee members along with their phone number and addresses. The first name on the list is the Chairman of the committee. The committee chairman is the one that works with the college to set up the selection.
	6. Change of college contact personnel form in a bright color is included in with the letter. The college contact person is to send this form back to the Federation Scholarship chairman with any changes that needs to be made such as a new contact person, change of phone number etc. A copy of the information the Scholarship Chairman uses for that college is included so the college personnel can see what changes need to be made.
2. Home Bureau selection committee receives information from the State Assistant Scholarship chairman in the mail in January.
	1. This letter contains the name of the college they will be selecting at. It also contains the Scholarships we have at that college with the field of studies.
	2. Any new information that the selection committee should be aware of is in this letter
	3. The webpage address is in this letter so the selection committee can get documents they need or information.
	4. The Chairman of the committee will receive: The award form, organized county list, addendum to counties list, and a copy of the guidelines. Also in the packet will be several Mission statements to be given to the students when they are interviewed
	5. Each committee member should read the letter sent because there could be changes made by the Federation that would affect their selection process.
3. College personnel distributes our application form to students to apply for our scholarships. Some colleges do use their own college’s application to promote our scholarships. They can use their application if the home bureau committee is able to get the information for their interview process.
4. Once the applications come back the college sorts out any students that do not fall under our guidelines such as grade point average or not residing in an organized county of home bureau.
	1. Some colleges will use the ‘addendum to counties’ because there is no organized home bureau in their county.

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* 1. The college is not to sort out by financial need. The home bureau committee decides that. We do not always give to the neediest student as they receive help in other ways that middle class students do not.
	2. If there are NO applicants for the scholarship the college representative will notify the Selection Committee Chairman of this either by email or phone. The college representative and Selection Committee Chairman sends the Award form to the Scholarship Chairman notifying her of this.
1. College personnel calls the home bureau committee chairman and sets up a date to do the interviews. The college reserves a room for the interviews at the college.
	1. Scholarship Selection Committee Chairman notifies the others on the committee of the date, time, and place of the selection.
2. Sometimes the college and the home bureau committee decide there is not enough applications to set up an interview process, so the process is done thru the mail or email.
	1. The college will send the Chairman of the selection committee what applications they did give.
	2. The Home Bureau selection committee decides with the other committee members to meet and go over the applications
	3. A student is chosen for the award by the Home Bureau committee
	4. The Chairman of the committee fills out the award form and sends it to the State Scholarship Chairman, Assistant Scholarship Chairman and the person at the college that sent them the applications.
	5. The college will notify the student.
3. If there are enough applications college personnel sets up a schedule for the interviews and notifies the students what time their interview is.
	1. Interviews are usually set at 15-minute intervals.
	2. The college personnel will call the chairman of the committee and let her know what time the interviews will start and how many students they will need to interview.
4. Day of interview:
	1. Arrive on time for the interviews. Dress appropriately
	2. Do not use any inappropriate language while there.
	3. When at the college please do not talk loud as there may be classes still in session.
	4. Remember that scholarship selection committee cannot negotiate with the college to make any changes to our scholarships.
	5. If someone for the committee cannot attend, you may send a substitute. Please note on the award form that this person is a sub.
5. During the interview process:
	1. Committee Chairman starts out by introducing herself and the committee.
	2. Give the student our Mission Statement. Tell the student there is a webpage address on there if they should want to check us out.

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* 1. Give a brief synopsis of what home bureau is all about. Example would be telling them that we organized in 1919, only a New York State organization, how we raise money for our scholarships and talk briefly about the other programs.
	2. Ask questions of the student that will help you to get to know the student. Please no personal questions.
	3. Ask the student if he/she has any questions they would like to ask you.
	4. Once the interview is over be sure to thank the student for coming.

After all interviews are over the home bureau committee talks over their thoughts about each of the students interviewed. Rule out any students that do not fall under our guidelines. Come to an agreement as to which student deserves to receive the award. Pick an alternate student to receive the award if the first student for any reason does not qualify any longer for the award (such as not returning to the college).

a. Scholarship Selection Committee chairman fills out the award form. Print please.

1. If there is a change in address or phone number for a member of the committee, please say so on the award form. We use these addresses and phone numbers to send you information or to call if there is a problem. If a member listed on the committee is no longer a member or deceased, it is the duty of the Committee Chairman to notify the State Scholarship Chairman. Make sure this information is updated.
2. Ask the college personnel how much the award is (they can find out the amount from the financial aid department or the foundation).
3. If there were no applications or qualifying students, please write that on the award form and still return to Scholarship Chairman.
4. Most times the college will make copies for you of the award form. The award form is sent to the Federation Scholarship Chairman and the Federation Assistant Scholarship Chairman by the home bureau selection committee chairman and by the college. Please send it out right away after the selection process is completed.

Once you have completed the interviews, please tidy up the room.

Thank the college personnel for all their help.

**Upon returning home make sure to mail out the award forms to scholarship chairman and assistant scholarship chairman.**

Any applications you have or personal information about the students should be destroyed by shredding them. We do not want any information about these young people to get into the hands of someone that could do them harm. Please do not just throw them away, shred them.

This is just a guideline. Some colleges set up this selection process a little different.

If there are any questions about this process, please contact the Federation Scholarship Chairman.

gmt 2023 Gay Tidd, Scholarship Chairman 716-560-6261 g\_tidd@hotmail.com