**Scholarship Season: Award scholarships to scholarship applicants**

1. **Verify materials are submitted by students and ready to score**

**Questions to ask**

* What are some things that you do between the Open Date of the Scholarship and the Close Date?
* What does your Awards Policy say? Does it impact your applicant pool?
* What is your chapter’s policy regarding submitted applications?

**Best Practices**

* Create a test student and verify your application process
* Monitor scholarships
* Monitor student applications
1. **Score Applications**

**Questions to ask**

* What constitutes a complete application for your committee?
* What do you need in order to properly score applications?
* Who is a member of your evaluation committee and do they have the correct access to student information?

**Best Practices**

* Review applicant pools
* Perform pre-scoring and post-scoring verification. Verification is doing your due diligence to ensure the information you are using to make your selection decisions is accurate
	+ Ensure that activities are legitimate activities or employment you would give the students credit for IF you used Computer Scoring
	+ Check to see if odd GPA or GPA Scales were entered
	+ Majors (for scholarships with specific major requirements)
	+ Total Raw & Weighted Scores (identify high and low outliers)
	+ Make sure all student applications were scored
* Score applications in a blind manner to remove bias
1. **Awarding Scholarships**

**Questions to ask**

* Review the criteria for making selections?
* What is needed for your Awards Ceremony?
* Who is on your selection/awards committee and do they have proper access to the scores & applications (if needed)?

**Best Practices**

* Make selections in an blind manner
* Enter awards into ChapterNet
* Have students accept awards in their profile