

STUDENT APPLICATION PROCESS - FALL SEMESTER

Baseline

Heart of Illinois Community Foundation-Scholarship

Introduction & Conflict of Interest Form

APPLICATION EVALUATION - Reviewer Instruction

Thank you for being a reviewer for this scholarship process! We greatly appreciate your time and careful evaluation of applicants to help us make the best possible decisions.

Please begin by completing the **Conflict of Interest form**. If you do not have any conflict with the applicant you are assigned to review, please mark the appropriate option below, and then continue on to review the application. If you do have a conflict, please mark it as such and then also offer your explanation of that conflict in the space provided. Be sure to save your form.

If you are able to review the application, please continue by evaluating each section and marking the corresponding number. We also ask that you include any comments you may have that may help us understand your scoring of the applicant, and may also be helpful in making final decisions.

If you have any questions or need help along the way, please contact Andrea Gerhard, HICF Director of Scholarships & Grant Administration, at agerhard@heartofillinois.org or 217-429-3000.

Project Name

Please enter as Last Name, First Name (*ex. Smith, Stu*)

Character Limit: 100

Conflict of Interest*

A Conflict of Interest exists when:

- You have a relative, close personal friend, business partner or client with any direct or indirect financial or proprietary interest in the result of a decision made by the scholarship committee.
- The result of a decision made by a scholarship committee could benefit you, your relatives, your employer or your clients in terms of your financial or business interests.
- You, a relative, a client or an employer could obtain personal gain or advantage from the result of a decision made by the scholarship committee.

Please select from the following options regarding a Conflict of Interest with this applicant.

Choices

I have (or a member of my family has) NO potential or actual conflict of interest to disclose.

I have (or a member of my family has) a potential or actual conflict of interest as described below.

If you have indicated a Conflict of Interest, please explain below:

Character Limit: 500

If you do not have any conflicts related to this applicant, please proceed with your review of the application. Save along the way if you are not able to complete it at one time. Mark it as complete when you have completed all areas of the evaluation for this application.

If you did indicate a conflict with this applicant, the remaining evaluation questions will not appear for you. Once you have included your explanation, please mark the evaluation complete and move on to your next evaluation.

Evaluation Questions

Academic Evaluation - GPA*

Using the following scale, please assess the student's commitment to academics as related to Grade Point Average (GPA) based on a 4.0 scale.

GPA 0.0 - 2.5 = 1 point

GPA 2.5 - 2.9 = 2 points

GPA 3.0 - 3.3 = 3 points

GPA 3.4 - 3.7 = 4 points

GPA 3.8 - 4.0 = 5 points

Scoring Options: 1 - 5 or N/A

Academic Evaluation - Comments

Please include any other thoughts or observations related to your evaluation of this student's academics. Review their transcript (does it demonstrate growth, consistency, or are there any concerns). If the student has included ACT or SAT scores (or both) or there are any other items to note related to GPA or coursework, please include information here (as applicable).

Character Limit: 500

Financial Information*

The significance of the Student Aid Index (SAI) value is that the lower the amount, the higher the financial need and the greater the eligibility for federal financial aid programs. A negative SAI indicates you have a higher financial need.

For our purposes, the lower the SAI number, the higher the score you should give in this section (for example, a negative SAI number like -1500 would need to be scored as a "5" because they have the highest level of need; a high SAI number, like 30,000+ would be scored as a "1" because they have the lowest amount of need.

To evaluate a tax return for financial need in a scholarship process, primarily focus on the applicant's Adjusted Gross Income (AGI), the number of dependents, and any significant deductions related to medical expenses or other factors that could impact their ability to pay for education, all while considering the specific criteria outlined by the scholarship provider; essentially, a lower AGI and more dependents typically indicate greater financial need.

N/A - Not Applicable or Unable to evaluate

1 - Not Qualified

2 - Somewhat Qualified

3 - Qualified

4 - Well Qualified

5 - Highly Qualified

Scoring Options: 1 - 5 or N/A

Please use the following guide when scoring the remaining selected sections of the application:

N/A - Not Applicable or Unable to evaluate

1 - Unsatisfactory/Not Qualified

2 - Needs Improvement/Somewhat Qualified

3 - Meets Expectations/Qualified

4 - Above Average/Well Qualified

5 - Exceptional/Highly Qualified

Personal Essay*

Please evaluate the applicant's personal essay.

This document should be uploaded (as a .doc/.docx/.pdf file, no image files or screen shots), and is viewable by clicking on the "eye" icon. Their name should also be included in the document. Students had the following instruction:

Commit at least one paragraph to each of the following:

- What personal characteristics or experiences qualify you to receive a scholarship? (*What do you think sets you apart from other applicants?*)
- Share 2-3 of your learning/educational goals. (*How do you want to grow as a learner?*) Explain how you hope to achieve them by continuing your education (via college/university or trade program).

- Share two of your career goals and/or long-term life goals. What steps will you take to achieve them?

Scoring Options: 1 - 5 or N/A

Activities and Involvement - Extracurricular Activities*

Please review and evaluate the applicant's extracurricular activities (using the 5 point scale listed at the beginning of this section).

Scoring Options: 1 - 5 or N/A

Activities and Involvement - Community Service*

Please review and evaluate the applicant's community service involvement (using the 5 point scale listed at the beginning of this section).

Scoring Options: 1 - 5 or N/A

Letters of Recommendation - 1*

Letter of Recommendation #1*

This letter should be from a **TEACHER** at the applicant's high school. *Some scholarships outline this should be a specific teacher, like science or math – double check the requirements. If this person is currently a college student, this should be from an instructor/professor at the student's institution.*

Please use the 5-point scale at the beginning of this section when scoring.

Scoring Options: 1 - 5 or N/A

Letters of Recommendation - 2*

Letter of Recommendation #2*

This letter should be from a **COMMUNITY MEMBER***, such as clergy, employer, organization leader, community service coordinator, etc.

**Some scholarships outline this should be a specific person, like a counselor, employer, or second teacher reference – double check the requirements.*

Please use the 5-point scale at the beginning of this section when scoring.

Scoring Options: 1 - 5 or N/A

Additional Comments

Please include any additional comments here if needed, pertaining to how you scored, impressions or concerns, questions you may have, etc.

Character Limit: 600

Additional Sections

Does the application you are reviewing have additional/special sections (like additional essay or letter requirement)? Please select Yes or No.

If you respond yes, you will see one more section become available to you, where you will be able to evaluate the additional items.

If you respond no, you have reached the end of your evaluation of this application. Please be sure all required sections are filled out. Once complete and scored, please click the save evaluation button.

Choices

Yes

No

Additional Sections

Please use the following guide when scoring the remaining selected section of the application:

N/A - Not Applicable or Unable to evaluate

1 - Unsatisfactory/Not Qualified

2 - Needs Improvement/Somewhat Qualified

3 - Meets Expectations/Qualified

4 - Above Average/Well Qualified

5 - Exceptional/Highly Qualified

Additional or Special Items*

Please evaluate the applicant's special essay or additional Letter of Recommendation or other required item.

This document should be uploaded (as a .doc/.docx/.pdf file, no image files or screen shots), and is viewable by clicking on the "eye" icon. Their name should also be included in the document. *Please refer to the scholarship's criteria for more information about required items.*

Scoring Options: 1 - 5 or N/A

Final Comments

If you have any other comments related to the additional/special items for this application, please add them here.

Character Limit: 500