



Scholarship Advisory Committee

Volunteer Role and Responsibilities

The Scholarship Advisory Committee of the Foundation for Appalachian Ohio (FAO) plays a critical role in reviewing and recommending scholarship awards to the Board of Trustees annually. The Foundation relies on the passion and expertise of volunteers to ensure stewardship of our scholarship funds while providing the opportunity for committee members to play a role in the postsecondary pursuits of our region's youth.

COMMITTEE MEMBER RESPONSIBILITIES

- Read and complete the Foundation's Conflict of Interest and Confidentiality form annually. Each member of the Scholarship Advisory Committee is responsible for avoiding any conflicts of interest and disclosing potential conflicts in a timely fashion.
- Review and score the assigned scholarship applications based on the provided scoring rubric and criteria. Each scholarship has its own criteria and score structure.
 - Volunteers should plan for a time commitment of 5 - 15 hours depending on the number of applications assigned. Volunteers have approximately two weeks to review their applications and submit recipient recommendations.
 - Committee tasks are done independently and on the reviewer's schedule within the time allotted. No scheduled or in-person meetings are required.
 - Most applications are reviewed electronically in our online system. Training is provided and live support is available. Alternative review methods and accommodations are available by request.
- Participate in the scholarship advisory committee review process in early March, recommend scholarship recipients to the Foundation Board, and provide advice on ways to improve the scholarship review process and/or program.
- Maintain complete confidentiality of committee discussions, information in scholarship applications, and final recommendations.
- Check email regularly and communicate with the FAO Scholarship program throughout the review process as needed/requested.
- Understand and promote the Foundation for Appalachian Ohio and its scholarship program, and refer prospective scholarship donors (individuals, organizations, or businesses) when appropriate.
- Invite others to join a volunteer review committee! As our program grows, we are always grateful for returning and new volunteers!
- While it is not guaranteed, we welcome volunteers to tell us if they have specific areas of interest or expertise and do our best to match reviewers to a scholarship within that area.

FAMILY PARTICIPATION ON COMMITTEE

Immediate family members such as spouses or parents/adult children are welcome to participate together as one unit in FAO's Scholarship Review Committee. Immediate family members will review the same applications and submit one set of recommendation(s) to the full FAO Scholarship Review Committee.

TERMS OF SERVICE

There is no stated term of service on the Foundation's Scholarship Advisory Committee. Individuals are invited annually to participate on the committee and are appointed by the Foundation. Volunteers are invited to participate annually and joining a review committee is not a multi-year commitment.

COMMITTEE SERVICE/TIMELINE

Most of our review takes place in March each year. There are also opportunities to review smaller application groups throughout the year. If this is something you're interested in, please let us know!

The important dates for Spring review are outlined below.

Note that the review schedule may change slightly each year.

- **January/February** – An invitation to serve on the Scholarship Advisory Committee is emailed each year to past and new volunteers.
- **February 15th** – Please confirm your participation on the Scholarship Advisory Committee by email to Scholarships@ffao.org or by phone at 740.300.0735, and return the Conflict of Interest and Confidentiality Form.
- **March 1st** – You will receive the review and application materials to begin the review process. Most volunteers are assigned 20-25 applications. Note that there could be as many as 30 applications, depending on the scholarship. We also have smaller application groups available by request.
- **March 15th** – Your recommendations are due. Depending on the scholarship you are reviewing and any requested accommodations, recommendations will be submitted by mail, email, or through our online system.
- **August** – Reviewers will be notified when the year's recipients are announced on FAO's website!

We hope you will join FAO in service to the region as a volunteer of the Scholarship Advisory Committee. Please contact Scholarships@ffao.org or call 740.300.0735 with any questions or to volunteer!