

The vision of the Lincoln Community Foundation is to create a community where everyone is thriving and working together to build a better tomorrow. We believe scholarship funds are a meaningful way in which this vision can be attained by providing opportunities to students wishing to pursue higher education which leads to more employment choices and a stronger workforce.

### **Role of the Scholarship Committee**

The LCF scholarship review committees are made up of community members, LCF's Board of Directors, staff, and/or donors – all individuals who care deeply about education. Committees are assigned to review and evaluate applications and collectively make recommendations for recipients that best match the criteria of a specific scholarship. Over 40 scholarship committees work to honor scholarship donor intent and recommend recipients for scholarship awards.

### **Role and Responsibilities of Committee Members**

- Adhere to the Foundation's conflict of interest and confidentiality policies.
- Electronically review and score submitted applications as assigned. Applications are assigned through the Foundation's online scholarship management software. Each committee member may be assigned up to 50 applications to review.
- Prior to the committee meeting, rate each application in accordance with the established criteria for the scholarship using a rubric scale. Additional reviewer notes for ranking are helpful.
- Participate in a 1–2-hour committee meeting to select students for scholarship awards. This meeting is usually held virtually via Zoom in late April.
- *Optional, but encouraged for new committee members:* Prior to the review period, attend Zoom tutorial/training session on the online scholarship software. A written guide is also provided.

#### Requirements:

- Desire and dedication to assist deserving scholars through careful review of their scholarship applications.
- Basic computer literacy and access to the internet using tablet, laptop, or PC.
- Respond to email correspondence as needed such as replying to coordinate committee meetings.
- Commitment of approximately 8-10 hours total during a 4–5-week review period for application evaluation. This can be done at the committee member's convenience.

### **General Timeline**

- Committee members are contacted in January and February to confirm participation.
- Confirmed committee members are contacted for scheduling an April selection committee meeting and assigned a specific committee (usually based on availability).
- Application deadline for students is March 15<sup>th</sup>. Review assignments are then finalized, and the review period opens for the committee members about a week after the applicant deadline.
- Optional Zoom training/tutorial sessions are offered at the beginning of the review period.
- Review/evaluation of assigned applications - Approximately 4-5 weeks are reserved for evaluating applications at the committee member's convenience between late March – mid-April.
- End of April – Committee meetings convene, usually via Zoom, to make selections.
- Recipients are notified by LCF and awards are disbursed in the summer.
- Summer – In-person appreciation luncheon for scholarship committee members.

If you are interested in serving or have questions, contact Trish Reimer at [trishr@lcf.org](mailto:trishr@lcf.org)