



Scholarship Handbook



Scholarship Handbook

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Welcome.

You are now part of one of Oregon's largest scholarship grantmakers. Thanks to the generosity of thousands of OCF donors, we distribute more than \$10 million from 500 scholarship funds to 3,500 students each year.

As a scholarship fund donor or volunteer, you represent OCF in communities across our state. Think of yourself as a knowledge ambassador for philanthropy! This handbook explains OCF's mission, the basics of our scholarship program, and the role you will play in advancing access to educational opportunities.

Since 1973, our grantmaking, research, advocacy and community-advised solutions have helped individuals, families, businesses and organizations create charitable funds. We are proud to put these donated dollars to work for Oregonians by awarding more than \$100 million in grants and scholarships annually.

You are joining a statewide network of citizen philanthropists, volunteers, community leaders and nonprofits who work to improve lives for all Oregonians through the power of philanthropy. Training tailored to your important role is available in person, online or in a conference call with our experienced staff.

Learn more at oregoncf.org.

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OCF Quick Facts

ESTABLISHED IN 1973

OREGON'S LARGEST
FOUNDATION

ONE OF THE 10 LARGEST U.S.
COMMUNITY FOUNDATIONS

> \$2 BILLION
PERMANENT ASSETS

> 2,000
INDIVIDUAL FUNDS

MANAGES EACH FUND IN
ACCORDANCE WITH DONOR
WISHES, FOREVER

\$50,000 MINIMUM
CONTRIBUTION FOR NAMED
SCHOLARSHIP FUNDS

> \$10 MILLION ANNUAL
SCHOLARSHIP AWARDS

> 1,600 VOLUNTEERS &
80 STAFF MEMBERS

Overview

What Is a Community Foundation?

A community foundation is a public charity that administers permanent named funds established through gifts and bequests from individuals, families, businesses and organizations.

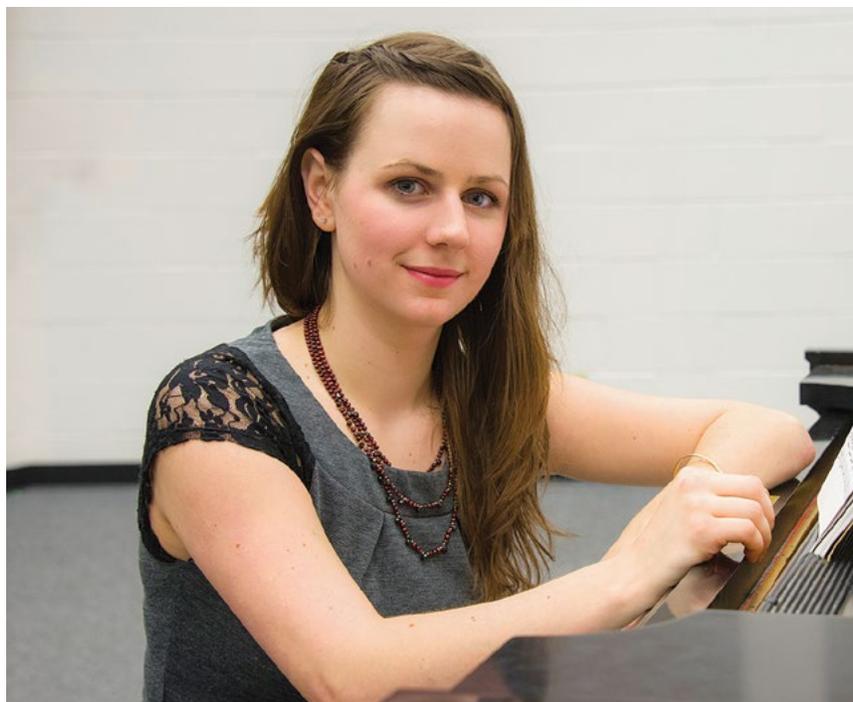
Donors enjoy tax advantages as well as relief from the administrative costs and burdens associated with running a private foundation or establishing an independent nonprofit.

Community foundations make grants — including scholarships — from these funds to qualified charitable, educational and cultural institutions.

More than 700 community foundations are currently operating within the United States. They play a dynamic and collaborative role in their communities, bringing together nonprofits, government agencies, donors and the public to discuss and address community issues.

“Thank you, personally, for helping me and also thank you for doing what you are doing: putting the work in to make sure people coming from uncommon walks of life, whose circumstances may otherwise be averse to a successful college experience, are getting a fair shot at a brighter future.”

OCF SCHOLARSHIP RECIPIENT
ANN C. THORNTON MEMORIAL
SCHOLARSHIP FUND



Closing the Opportunity Gap to Postsecondary Education

Encouragement to make the world a better place. The opportunity to pursue a dream. Relief from financial stress.

Every year, OCF scholarship recipients tell us how their scholarship changed their lives.

Our scholarships support a wide variety of majors, interests and passions. We have scholarships for graduates of specific high schools, current college students and even graduate students. Other scholarships support nontraditional students who need workforce retraining or higher education.

Underlying every OCF scholarship fund is the belief that higher education is a vital investment in Oregon's future. Historically, Oregon has been one of the nation's poorest

performers in terms of college affordability and financial aid. Further, our state's socioeconomic disparities are growing. More than at any time in the past several generations, the circumstances into which children are born largely determine the life they achieve.

Low-income students and students of color face additional barriers in accessing and completing postsecondary education.

OCF is committed to closing this opportunity gap, and OCF scholarships are mitigating these inequities by creating a new path for education in our state.



Oregon
Community
Foundation

EQUITY, DIVERSITY AND INCLUSION COMMITMENT

We commit ourselves and our resources to the advancement of equity, diversity and inclusion and toward making Oregon a place where all people can fully realize their aspirations.

Diversity of People and Perspectives

- Strengthen diversity of OCF family.
- Foster an inclusive culture.

Cultural Agility

- Educate and train OCF family.
- Enhance communication to increase awareness.

Effective Community Engagement

- Engage with diverse communities.
- Convene leaders and partners.
- Strengthen regional strategies.
- Commit to supplier diversity.

Impact On Equity and Disparities

- Increase funding to diverse constituents.
- Diversify donor base.
- Improve data collection.
- Leverage research capability.

ADOPTED BY OCF BOARD OF DIRECTORS

Donor & Scholarship Volunteer Roles

ROLE OF THE DONOR

The donor establishes the scholarship fund, specifies its intent through the fund agreement and recommends eligibility criteria. After establishing the fund, the donor may choose to participate as part of a selection committee or to have no direct involvement.

ROLE OF THE SELECTION COMMITTEE

Selection committees use scholarship eligibility criteria while reviewing applications and then make recommendations within the available spending policy. They may consist of community member volunteers, OCF staff and donors (who must be in the minority).

We rely on committees to honor donor intent by adhering to the criteria specified in the scholarship guidelines, which are based on the fund agreement between OCF and the donor.

WHAT YOU CAN EXPECT FROM OCF

Each group of OCF volunteers has special policies and responsibilities that guide their work. Service terms and procedures may vary from program to program. You can expect the following from OCF:

- Orientation and training for your work.
- Prompt responses to communications.
- Fair and equitable treatment.
- Appreciation and recognition for your work.

WHAT OCF EXPECTS FROM YOU

You have been chosen as an OCF volunteer due to your interest in philanthropy and your involvement in and knowledge of your community. OCF expects all volunteers to:

- Represent OCF professionally and honorably.
- Maintain confidentiality about OCF and its donors, grantees and scholarship applicants.

- Openly declare any conflict of interest.
- Act for the community benefit at all times.
- Value and promote philanthropic giving.

IRS SCHOLARSHIP FUND REGULATIONS

Under the Pension Protection Act of 2006, no more than a minority of selection committee members may consist of donors to a scholarship fund. “Donors” are defined as:

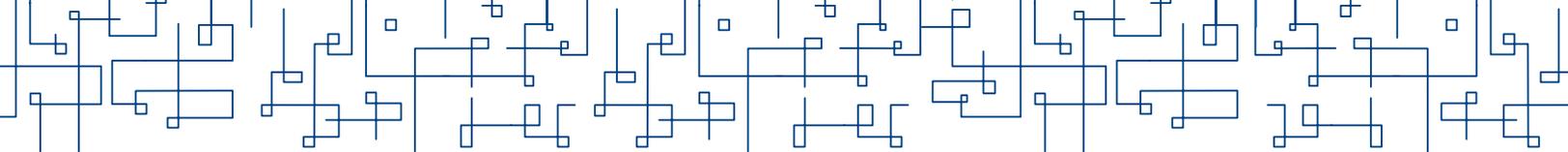
- Donors to a fund.
- Persons appointed or designated by a donor in a fund agreement (“advisors”).
- Family members of a donor or advisor, including spouse, siblings, ancestors, descendants (children, grandchildren, great-grandchildren, stepchildren, step-grandchildren, step-great-grandchildren), and spouses of descendants.
- Other “related” persons, such as a donor or advisor’s employees, attorneys or advisors.
- In the case of a fund created by a nonprofit or for-profit entity, the directors, members, officers and employees of that entity.

WORKING GROUPS

When multiple donors are involved in application review, a two-step process is used to comply with IRS regulations. First, a working group of these donors is established to review applications. Then, their recommendations are given to a selection committee with an appropriate balance of donors and non-donors for review and ratification.

ROLE OF THE OCF BOARD

OCF has a legal responsibility to ratify selection committee recommendations. Our board reviews these recommendations, and as long as they honor donor intent and used a fair process, approves them.



Scholarship Selection Timeline

March 1

Deadline for student applications.

Early March

OCF confirms selection committee members and informs donors and selection committee chairs of the scholarship amount available in the coming academic year as well as the mailing date for OSAC materials. (For more information on OSAC, see page 10.)

April–June

OSAC (or OCF, for in-house programs) informs donors and selection committees on the pool of applicants, including applications, personal statements, transcripts and ranking sheets.

Committee members meet, discuss applications, develop scholarship recommendations, and forward them to OSAC or OCF.

May

Many selection committees directly notify high school recipients of their scholarships so that these students can be recognized at a school awards ceremony.

Late July

Deadline for sending awardee information to OCF and OSAC.

July–August

OCF sends payments to OSAC for scholarships awarded through OSAC. For in-house scholarships, OCF sends payments directly to the educational institutions.

August–September

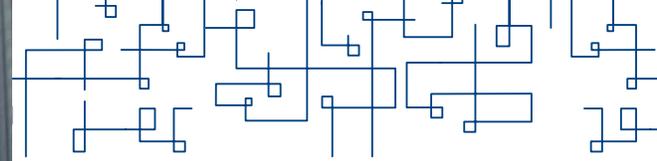
OSAC sends payments to educational institutions on behalf of individual students for the first term or semester. Further payments are made at the beginning of subsequent terms or semesters. OSAC also works with educational institutions to ensure that awardees remain eligible and meet all requirements.

October

OCF's education committee reviews and ratifies all scholarship recommendations forwarded by selection committees for the current academic year.

November

OSAC's online application for the new scholarship season is available to the public.



PROTECTING THE PRIVACY
OF STUDENTS' PERSONAL
INFORMATION IS REQUIRED
BY STATE AND FEDERAL LAW.

CONFIDENTIALITY

Protecting the privacy of all students' personal information is required by state and federal law. Each selection committee member must follow all of the following confidentiality rules:

1. Selection committee members will not discuss students' private financial or personal information outside of a committee meeting.
2. Selection committee members will not share their individually assigned password and user ID with anyone else, including other members.
3. Committee members will keep all paper and electronic materials (applications, transcripts and all supplemental materials) in a secure location or secure computer during selection. These materials must be shredded or deleted after the selection process is complete.
4. Committees may retain only student names and award amounts *unless* a student agreed to the publicity release (OCF will check this for you). If the student checked the publicity release, the committee may also keep contact information.

“I have always loved to write, and I am grateful to have the opportunity to study what I love in a college setting. I have worked hard to maintain a high grade-point average to reflect my dedication to my studies, and your recognition of my efforts is extremely encouraging.”

OCF SCHOLARSHIP RECIPIENT
JACKSON FOUNDATION
JOURNALISM SCHOLARSHIP FUND



CONFLICTS OF INTEREST

Selection committee members must be able to make independent recommendations without any conflict of interest or the appearance of any conflict of interest.

Committee members agree that selections will be made through an objective, nondiscriminatory process. Evaluation will be conducted without bias based on the established criteria for each scholarship fund.

1. Committee members agree that evaluations will be based on fair, equitable criteria established before the review process.
2. No committee member shall be eligible to apply for assistance from the fund.
3. If a family member of a committee member has applied for assistance, that committee member will declare a conflict of interest and will not be present during the review and selection process for that award cycle.

If an applicant's family member has a financial relationship with a committee member, that member shall declare a conflict of interest, withdraw from the meeting until discussion of that applicant is complete, and refrain from voting on that applicant.

“Family member” is defined as:

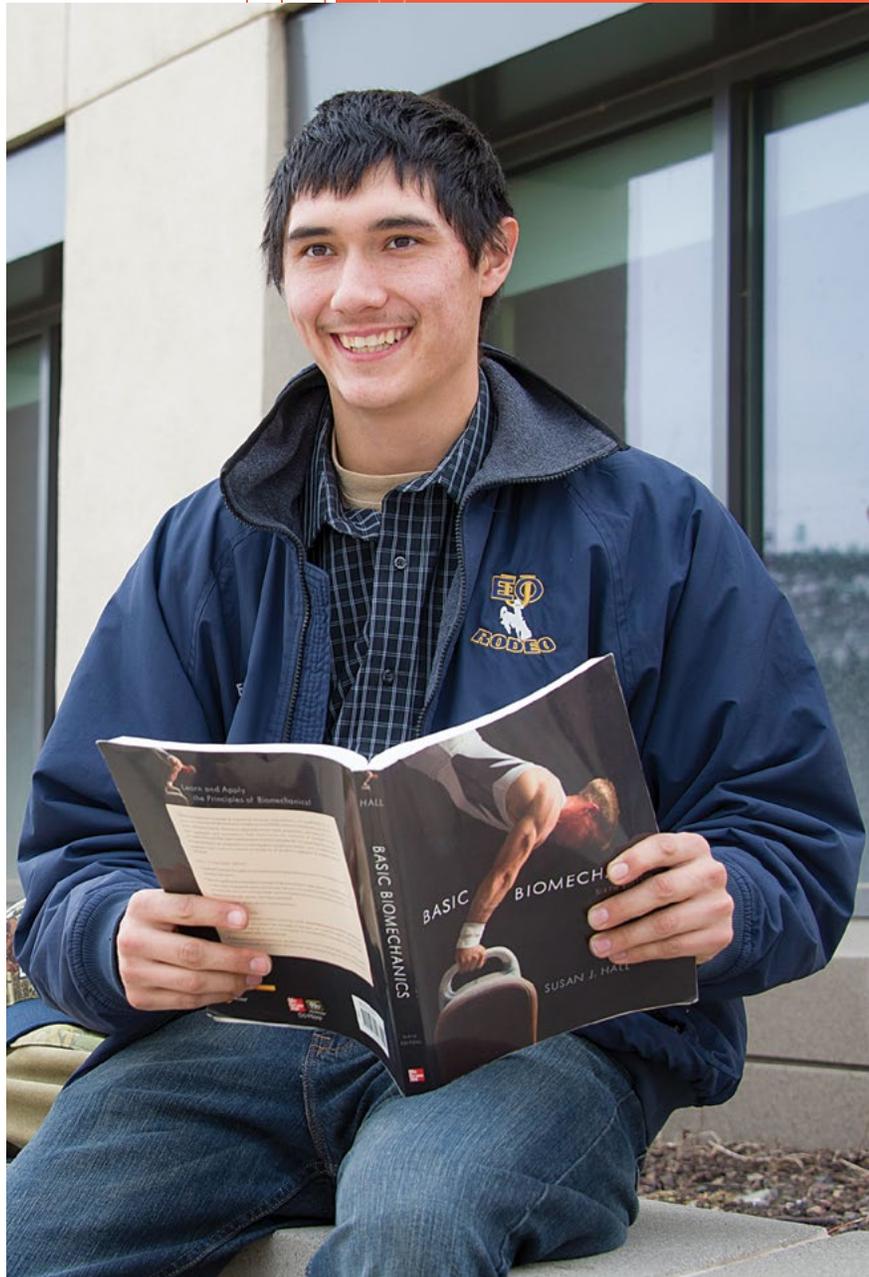
- Spouse, parent or parent-in-law.
- Grandparent or grandparent-in-law.
- Child or stepchild and their spouse.
- Grandchild or step-grandchild and their spouse.
- Sibling and their spouse.
- Niece or nephew and their spouse.

“Financial relationship” is defined as a direct or indirect business, investment or family interest, such as:

- An ownership or investment interest in any entity with which the committee member has a transaction or arrangement.
- A compensation arrangement with any entity or individual with which the committee member has a transaction or arrangement.
- Potential ownership of investment interest in, or compensation arrangement with, any entity or individual with which the member is negotiating a transaction or arrangement (compensation includes direct and indirect remuneration, as well as gifts or favors that are not insubstantial).

“What this award means to me is a stepping stone that will leap me a step higher toward my academic goals. This award will make my ability to afford a four-year university more realistic. In addition, it will move me away from being in debt after I finish my higher education. My words of gratitude are not enough to recognize the amount of praise this scholarship foundation deserves for helping students like myself pursue a higher education.”

**OCF SCHOLARSHIP RECIPIENT
THE JOSEPH E. WESTON PUBLIC
FOUNDATION SCHOLARSHIP**



OCF & OSAC Partnership

OCF's longtime partnership with the state Office of Student Access and Completion (OSAC) allows OCF to manage its scholarship program efficiently and cost-effectively, while reaching all corners of Oregon and simplifying the application process.

Thanks to this partnership, students can submit a single application form not just for OCF scholarships, but also for those funded by the state, The Ford Family Foundation and many other resources.

Roughly 90 percent of OCF's scholarship funds are administered through OSAC. We assume responsibility for helping donors create new scholarship funds that benefit Oregonians, investing and managing these funds, and providing financial information to donors and selection committees.

We also provide technical assistance during the selection process.

OSAC follows scholarship criteria established by OCF and the donor, produces student application materials, and also publicizes scholarship programs through the media and in schools around the state.

In addition, OSAC processes submitted applications, certifies the eligibility of applicants, and provides ranking lists and applicant information to selection committees based on each scholarship's criteria.

OSAC receives approximately 20,000 applications each year and expects this number to continue rising.



OSAC Scholarships

WHERE TO GET MORE INFORMATION

- **Office of Student Access and Completion (OSAC).** General: www.oregonstudentaid.gov. Scholarship search: <https://app.oregonstudentaid.gov/Catalog/Default.aspx>.
- **OCF Scholarship Program.** Further information is available at www.oregoncf.org/grants-scholarships/scholarships.
- **Free Application for Federal Student Aid (FAFSA).** A required form for federal financial aid. <https://studentaid.ed.gov/sa/fafsa>.
- **Oregon Student Aid Application (ORSAA).** Used to determine financial need for scholarships and state need-based aid for DACA (Deferred Action for Childhood Arrivals) and undocumented students. www.oregonstudentaid.gov/fafsa-orsaa.aspx.

“Coming from a family with zero family contributions as determined by FAFSA, I am constantly attempting to fund my college experience with scholarships and funds from my summer internships. Support like yours allows me to spend the school year participating in volunteer opportunities and unpaid internships to gain experience along with my studies without stressing under a heavy financial burden.”

OCF SCHOLARSHIP RECIPIENT
THE VIVIAN VICKERS MEMORIAL SCHOLARSHIP FUND



A DONOR CREATES A SCHOLARSHIP FUND AT OCF.



OCF FINALIZES THE SCHOLARSHIP REQUIREMENTS AND CONTACTS OSAC TO LIST IT ON OSAC'S APPLICATION.



STUDENTS APPLY THROUGH OSAC.



OSAC SENDS THE APPLICATIONS TO OCF SCHOLARSHIP SELECTION COMMITTEE VOLUNTEERS.



THE COMMITTEE SENDS SELECTIONS TO OSAC, WHICH NOTIFIES STUDENTS. ONCE THEY ACCEPT, OSAC DISBURSES AWARDS.

Guide to Scholarship Selection

TYPES OF SCHOLARSHIP AWARDS

- **One-time.** Awards are given for one year only. Students are not eligible for awards in additional years.
- **Reapply and compete.** Recipients must reapply and compete annually, allowing the committee to base decisions on the entire applicant pool.
- **Automatic renewal.** In winter, prior-year recipients submit their college transcripts and confirm their contact information and the institution they will attend in fall. Provided they meet the academic and other eligibility criteria, the scholarship will be renewed automatically without the need to compete.

Our research shows that renewable multi-year awards help students maintain a reliable funding base throughout their postsecondary education. We also see higher completion rates for these students.

For renewable scholarships, the number and size of awards in one year impacts the amount available in subsequent years. Please contact OCF for help with renewal award projections.

AWARD AMOUNTS

The minimum individual scholarship amount should be \$1,000. The committee will receive the total amount available for awards each year, as determined from OCF's annual payout of funds. To learn more, visit www.oregoncf.org/explore-ocf/financial-information.

Awards are to be used for the student's total cost of attending college, including tuition and fees, room and board, books and supplies, transportation, and sometimes child care.

It may be appropriate to award larger scholarships to certain students based on their financial need and the cost of their school. The facing page shows the estimated standard total cost of attendance for Oregon colleges.



STUDENT BUDGETS FOR OREGON POSTSECONDARY INSTITUTIONS, 2018-2019
OSAC, JULY 2018. ALL FIGURES PROVIDED BY THE INSTITUTIONS.

	On / Off Campus?	Tuition & Fees	Books & Supplies	Room & Board	Personal Expenses	Travel Expenses	Total Other	TOTAL COST
PUBLIC UNIVERSITIES (8)								
Eastern Oregon University	Both	8,679	1,425	9,594	1,698	1,268	13,985	22,664
Oregon Health & Science University	Off	19,176	970	13,482	1,467	2,997	18,916	38,092
Oregon Institute of Technology	Off	10,710	1,225	11,107	2,160	1,170	15,662	26,372
Oregon State University	Both	11,211	1,200	11,904	2,085	537	15,726	26,937
Portland State University	Both	9,105	1,263	13,215	1,500	1,002	16,980	26,085
Southern Oregon University	Both	9,654	999	14,199	1,698	1,000	17,896	27,550
University of Oregon	Both	11,898	1,146	11,922	2,034	366	15,468	27,366
Western Oregon University	Dorm	10,197	1,299	10,389	948	1,482	14,118	24,315
COMMUNITY COLLEGES (17)								
Blue Mountain CC	Off	6,223	1,053	9,158	1,200	1,674	13,085	19,308
Central Oregon CC	Off	4,939	1,800	11,151	1,314	1,713	15,978	20,917
Chemeketa CC	Off	4,725	1,200	10,800	1,500	1,500	15,000	19,725
Clackamas CC	Off	4,944	1,800	9,000	1,050	1,800	13,650	18,594
Clatsop CC	Off	5,130	1,533	8,349	2,457	2,064	14,403	19,533
Columbia Gorge CC	Off	5,490	1,200	10,764	1,500	1,710	15,174	20,664
Klamath CC	Off	5,487	1,500	9,531	1,171	1,725	13,927	19,414
Lane CC	Off	5,897	1,875	9,099	1,620	774	13,368	19,265
Linn-Benton CC	Off	5,033	912	8,664	1,713	1,980	13,269	18,302
Mt. Hood CC	Off	5,471	1,560	9,350	1,575	1,590	14,075	19,546
Oregon Coast CC	Off	6,414	720	11,880	1,854	1,916	16,370	21,797
Portland CC	Off	5,408	1,689	11,880	1,854	1,916	17,339	22,747
Rogue CC	Off	5,550	1,200	9,450	1,500	1,608	13,758	19,308
Southwestern Oregon CC	Off	6,105	1,500	8,100	990	1,200	11,790	17,895
Tillamook Bay CC	Off	4,860	1,146	8,120	1,066	634	10,966	15,826
Treasure Valley CC	Both	5,445	1,350	8,148	1,125	1,500	12,123	17,568
Umpqua CC	Off	5,724	1,800	8,640	1,200	1,665	13,305	19,029
INDEPENDENT COLLEGES (18)								
Birthingway	Off	23,140	1,121	6,200	3,392	2,106	12,819	35,959
Concordia University	Dorm	31,158	900	10,280	1,800	1,000	13,980	45,138
Corban University	Dorm	33,040	950	10,540	1,200	800	13,490	46,530
George Fox University	Dorm	36,020	950	11,250	1,250	800	14,250	50,270
Lewis & Clark College	Dorm	50,934	1,050	12,490	990	990	15,520	66,454
Linfield College	Dorm	43,194	900	12,420	1,000	750	15,070	58,264
Mount Angel Seminary	Dorm	22,046	1,000	12,482	1,000	1,000	15,482	37,528
Multnomah University	Dorm	25,940	1,350	8,870	2,000	1,240	13,460	39,400
National University of Natural Medicine	Off	10,940	1,000	5,688	2,998	2,700	12,386	23,326
Northwest Christian University	Dorm	30,050	1,050	9,300	1,350	900	12,600	42,650
Oregon College of Art and Craft	Off	34,850	2,000	10,000	1,100	820	13,920	48,770
Pacific Northwest College of Art	Off	40,950	1,000	12,300	2,000	1,000	16,300	57,250
Pacific University	Dorm	44,298	1,050	12,528	900	714	15,192	59,490
Reed College	Dorm	56,340	900	14,210	1,050	incl	16,160	72,500
University of Portland	Dorm	46,562	750	13,174	972	742	15,638	62,200
Warner Pacific University	Both	18,660	1,016	9,670	1,594	900	13,180	31,840
Willamette University	Both	50,194	990	12,440	1,280	incl	14,710	64,904

NOTE: "Standard" undergraduate student budgets are for informational purposes only. They are based on full-time enrollment at 15 credit-hours/term and do not include insurance, loan fees, nonmandatory fees or special program-specific fees. Actual budgets will vary from these "standard" budgets depending on program of study, course load, dependency status and housing situations. (For certain programs, course loads may be restricted to fewer than 15 credit-hours per term.)



Tips for Evaluating Applicants

Our students come from all walks of life and have their own passions and interests. OCF is committed to assessing all students equitably. Their background, their experiences and the resources that were available to them can make a difference in how they approach their application. We want to take all these factors into account when evaluating applications.

“Equitable” does not always mean “equal.” A student who has a 4.0 GPA but does not work is not equal to a student who has a 3.0 GPA, works and takes care of a sick parent. All our applicants have their own story, and all face their own type of adversity.

- How has adversity affected each student?
- Would the scholarship have a bigger impact for one student versus another?

Look for applicants who demonstrate a clear connection between their academic curriculum, volunteer activities, current employment, and long-term educational and career goals.

- Is the applicant volunteering or working in opportunities related to a major?
- Is the applicant involved in long-term community activities?

Committees may use grammar as a criterion when reading essays, but keep in mind that English may not be the applicant’s first language. Also, the applicant may have attended a secondary school with minimal resources. For example, a public school may have offered fewer tutoring resources and larger class sizes than a private school.

- What do the essays reveal about the student’s character?
- Do the essays display deep and independent thought?

Also, note that pronoun use has shifted in recent years. Many languages do not have gender-specific pronouns. Some applicants may use *they* as a singular, gender-neutral pronoun. Others may not identify as *he/she/they* and may use a gender-neutral pronoun such as *ze* or *hir*. If the pronoun usage only appears once, it may indicate a grammatical error. If the pronoun is used consistently, it should be considered correct; applicants should not be marked down for their use of pronouns.

Remember that each program has a different target student, and apply the most appropriate criteria set forth in the program’s guidelines.

Materials for Evaluating Applicants

Each selection committee member will receive a packet of eligible students' applications along with additional materials for evaluating these students.

STUDENT APPLICATIONS

Each application contains the following sections:

- Student information.
- Activities chart.
- Personal statements.
- Transcripts (see pages 18–19).

CHECKLIST GUIDELINES

Scholarship committees have a responsibility to honor the donor's intent as outlined in the scholarship criteria provided on the checklist document. See pages 16–17 for a sample criteria checklist and guidelines for interpreting this document.

SCHOLARSHIP ELIGIBILITY LIST

For scholarships administered by OSAC, an eligibility list will accompany the application packet provided to committee members. It contains essential information about all students for whom members receive applications. If the fund's criteria include financial need, information about students' financial need will be provided in this document.

AWARD FORM

The award form displays the amount the committee has available to award as well as any awards that are committed for renewal students. The committee chair should submit the final selections to OCF or OSAC as soon as possible after the committee meeting.



“This money will allow me to continue my education and help reduce my financial stress, making it easier to focus on my studies and not have to worry about how I am going to pay for school. I hope someday to be able to help others who are struggling reach their goals by paying it forward.”

**OCF SCHOLARSHIP RECIPIENT
GRAY COMMUNITY COLLEGE
SCHOLARSHIP**

Scholarship Fund Criteria Checklist

Fund name¹: The Example Family Scholarship Fund Fund code: 123456

Person completing form: Megan McElroy (OCF staff) Date: October 1, 2018

Academic year in which first scholarship will be awarded: 2019

Scholarship type: OCF/OSAC OCF In-House² OCF Institutional³

Scholarship purpose: Academic scholarships for Hood River County residents pursuing postsecondary education or training at an educational institution in Oregon. Preference is given to students who are immigrants or children of immigrants.

ELIGIBLE STUDENTS	Yes, no or NA	Note preference or requirement for school, school district or region
Residency (note state, county, etc., if applicable)	Y	Hood River County
Graduating high school seniors	Y	Open to any Hood River County student pursuing an undergraduate degree.
Prior high school graduates	Y	
Prior recipients	Y	
Undergraduate students	Y	
Graduate students	N	
GED recipients	Y	Do not identify GED recipients and homeschooled graduates by school or school district; use city or county only.
Homeschooled students	Y	

COLLEGE ENROLLMENT	Yes, no or NA	Note preference or requirement for college major, course of study or career field
Enrolled full-time	NA	Students must be enrolled at least half time and may study any topic.
Enrolled at least half-time (includes full-time)	Y	
Major(s)	NA	
Career field(s)	NA	

ELIGIBLE EDUCATIONAL INSTITUTIONS	Yes, no or NA	Comments
Public community colleges (two-year institutions)	Y	
Public colleges / universities (four-year institutions)	Y	
Private institution		
Nonprofit college / university	Y	
For-profit accredited (incl. career / technical & trade)	N	Available for any public or nonprofit Oregon college.
Located in Oregon ONLY	Y	
Located anywhere in the USA (includes Oregon)	N	

AWARDS	Note specifics as appropriate
Note any preferences for size or number of awards. At least \$1,000 per award is required.	Preference for fewer, larger awards

AWARDING TYPE	Select one	Note specifics as appropriate
Not renewable (one time only)		
Renewal possible, but must reapply and compete each year		Maximum number of years:
Renewal automatic if renewal criteria met	X	Maximum number of years: 6
		Automatically renewable for up to six years.

1. Use "OSAC-name of scholarship" for funds transferred from OSAC.
2. If the scholarship is for a particular race or ethnic group, or for a particular college, it cannot be managed through OSAC and instead becomes an in-house scholarship, with awards paid by OCF rather than OSAC to educational institutions on behalf of the selected individuals.
3. If the scholarship is for an educational institution that selects its own recipients, it becomes an institutional scholarship and the award is made annually via a grant.

SELECTION CRITERIA: FINANCIAL AND ACADEMIC	Yes, no or NA	Note specifics and indicate priority as appropriate
Financial need ⁴ is a requirement (FAFSA ⁵ or other OCF-approved financial need info required)	Y	Students must demonstrate their financial need.
Financial need is a consideration (FAFSA or other OCF-approved financial need info required; include students with and without need)	N	
Financial need is a consideration (FAFSA or other OCF-approved financial need info recommended; include students who did and did not complete FAFSA)	N	
Financial need is not a consideration (FAFSA not required)	N	Preference for students who may not have straight As.
College entrance tests SAT: average score is 1,000 ⁶ ; ACT: average score is 21	N	
Cumulative high school GPA	Y	Preference: 2.5-3.5
Cumulative college GPA	Y	Preference: 2.5-3.5

SELECTION CRITERIA: ACTIVITIES	Yes, no or NA	Note specifics and indicate priority as appropriate
Participation in school activities	N	
Participation in community service	Y	Preference for community service.
Participation in professional activities	N	
Other activities, or membership in a particular group	N	

SELECTION CRITERIA: PERSONAL QUALITIES	Yes, no or NA	Note specifics and indicate priority as appropriate
Ability to overcome obstacles	Y	Personal qualities to consider when reading student essays.
Character / compassion / empathy	Y	
Desire to learn	Y	
Diligence / work ethic	NA	
Leadership	NA	
Self-motivation / self-reliance	NA	
Older student, or attending college after a long absence	NA	
First-generation college attendee	Y	Preference but not required
Other	Y	Immigrant students

The standard application includes the following four short essays (maximum 150 words each):	
<ul style="list-style-type: none"> • What are your specific educational plans and career goals, and why? What inspires you to achieve them? • What have you done for your family or community that you care about the most, and why? • Describe a personal accomplishment and the strengths and skills you used to achieve it. • Describe a significant change or experience that occurred in your life. How did you respond, and what did you learn about yourself? 	
Extra documents or essay required (Please note that we seek to minimize the extra documentation students require. Needs approval.)	None

DECISION-MAKING PROCESS	Specify advisory committee members, if applicable
Selections made by (check one): <input type="checkbox"/> OSAC <input type="checkbox"/> OCF <input checked="" type="checkbox"/> Other selection committee	Selection made by community volunteers in Hood River

4. Remaining financial need: total cost of college, minus state and federal aid, minus expected family contribution (FAFSA determined).
 5. FAFSA = Free Application for Federal Student Aid (determines financial need using income tax filings, etc.).
 6. SAT scoring system changed in 2016: Reading/writing = max 800; math = max 800.

READING TRANSCRIPTS

Information provided on high school and college transcripts is confidential and must not be disclosed to anyone outside of the selection committee.

High school transcript

CUMULATIVE GPA is based on the number of points earned, divided by graded credits attempted.

CLASS RANK helps you evaluate the student's relationship to others in the graduating class. A student who has a higher grade-point average (GPA) may have a lower rank than expected; this indicates a very competitive class.

GRADUATION REQUIREMENTS: High school graduation requirements are identified as **MA** for math, **SC** for science, **LA** for language arts, and so forth. This section lists required, completed and remaining credits for each graduation requirement.

ATTENDANCE: Look for a correlation between GPA and attendance. A student who often misses classes may mention health- or family-related problems in the personal essays.

GRADES are usually the standard **A** through **F**, with an occasional **P** for Pass. GPA is calculated using graded courses only. Some high schools add extra weight to grades for **AP** or **IB** courses.

ABBREVIATIONS are used in graduation requirements and course work. Check the abbreviations used for high school graduation requirements for clues about the courses listed. Also, look for **AP** for advanced placement courses, **H** for honors, **Acc** for accelerated, **Adv** for advanced, and **IB** for international baccalaureate. These indicate the rigor of the courses.

COLLEGE COURSEWORK: Some high school students enroll in classes for which they receive college credit. These courses may be identified with the name of the college (usually a community college) and will use college numbering (e.g., Writing 121, Math 111).

Grade: 12		School District:								
Gender: F		School Name:								
Phone: [REDACTED]		School Address:								
Birthdate: [REDACTED]		Accredited by:								
Birthplace: USA		Schools for C:								
Student ID: [REDACTED] SSID: [REDACTED]		Graduation Requirements: PPS Bus Management 2009								
Parent/Guardian Information:		Area								
Standard Cumulative GPA: 3.47		Area Name								
Standard Rank: 144/334		Required								
Weighted GPA: 3.75		Completed								
Weighted Rank: 129/334		Remaining								
Oregon Certificate of Initial Mastery: Apr 01, 2008		LA								
Yearly Attendance		MA								
Year	05/06	06/07	07/08	08/09	GS					
Present	156.5	160	150.5	120.5	US					
Absent	15.5	11	19.5	9.5	EC					
					GV					
					PE					
					HE					
					FA					
					BMP					
					Other/Electives					
					TOTAL					
					24.000					
					22.750					
					1.250					
Credit Earned	Grad Area	Comp Date	Course Title	Mark	Credit Earned	Grad Area	Comp Date	Course Title	Mark	Credit Earned
0.000	BMP	06/07	GERMAN 4	A	0.500	US				
0.000	HE	06/07	HEALTH 2	A	0.500	LA				
0.500	BMP	06/07	INTERNAT'L STUDIES CA	A	0.250					
	LA	06/07	PRE IB ENGLISH 4	A	0.500					
			GPA 3.76		Credits Earned 6.250					
	MA	02/06	GEOMETRY S1	A	0.500					
	BMP	02/06	GERMAN 1	A	0.500					
	GS	02/06	GLOBAL STUDIES 1	A	0.500					
	PE	02/06	PHYS ED 1	B	0.500					
	SC	02/06	PHYSICAL SCIENCE 1	A	0.500					
	LA	06/06	ENGLISH COM/LIT 2	B	0.500					
	MA	06/06	GEOMETRY S2	A	0.500					
	FA	06/06	GERMAN 2	A	0.500					
	GS	06/06	GLOBAL STUDIES 2	A	0.500					
	BMP	06/06	INTERNATIONAL STUDIA	A	0.250					
	PE	06/06	PHYS ED2	B	0.500					
	SC	06/06	PHYSICAL SCIENCE 2	A	0.500					
			GPA 3.68		Credits Earned 6.250					
			06/07 Grade 10 Lincoln H.S.							
	MA	01/07	ALGEBRA 3	B	0.500					
	SC	01/07	BIOLOGY 1	A	0.500					
	GV	01/07	CIVICS	B	0.500					
	BMP	01/07	GERMAN 3	A	0.500					
	HE	01/07	HEALTH 1	A	0.500					
	LA	01/07	PRE IB ENGLISH 3	A	0.500					
	MA	06/07	ALGEBRA 4	A	0.500					
	SC	06/07	BIOLOGY 2	A	0.500					
	EC	06/07	ECONOMICS	B	0.500					
			GPA 2.80		Credits Earned 1.000					
			07/08 Grade 11 Portland Public Schools							
			04/08 OR Cert Init Mastery	A	1.000					
			GPA 4.00		Credits Earned 1.000					
			08/09 Grade 12 Lincoln H.S.							
	FA	01/09	IB FRENCH 11							
	FA	01/09	IB GERMAN 7							
Legend: AP=Adv Placement H=Hnrs/Accel IB=Intnl Baccalaureate # =Course Repeated, No Credit WF =Withdrawn, Failing WX =Withdrawn, No Penalty WP =Withdrawn, Passing NOTE: AP grades are weighted beginning September, 2008										
Counselor: [REDACTED]		Grade: 12		Sex: F						

College transcript

University of Oregon
Office of the Registrar 5257 University of Oregon Eugene, OR 97403

STUDENT IDENTIFICATION: Each college transcript includes the student's name, identification number, course level (freshman, sophomore, junior, senior or graduate), current major, and degree awarded (if any).

Record of [Redacted] Undergraduate Page 1

Date of Birth: [Redacted]
High School: [Redacted]
Admit Term: [Redacted]
Matric Term: [Redacted]

TRANSFER STUDENTS: Students will often attend more than one college in their postsecondary career. They may transfer after two years at a community college or from one four-year college to another. Note that to calculate the cumulative GPA, you must add the points and credits from all schools attended.

Transfer Work:
07F-08S Umpqua Community College 11.00 Credits

Subject No	Course Title	Credits	Grade	Repeat
Fall 2008				
Psychology Undergraduate				
ASTR 122	Birun/Death of Stars	>3	4.00	W
PHIL 110	Human Nature	>1	4.00	C
PSY 199	Sp St College Connect		1.00	P*
PSY 202	Mind and Society	>2	4.00	C+
SAPP 407	Sem Fetal Alcohol Syn		1.00	P*
Earned Hrs: 10.00 GPA Hrs: 8.00 Quality Pts: 17.20 GPA: 2.15				

Winter 2009				
Undeclared-No major designated Undergraduate				
ALS 101	Intro Univ Study		3.00	A-
EDST 111	Educ Iss & Problems	>2	4.00	A
MATH 105	University Math I	>4	4.00	C
PPPM 199	Sp St Amer Philanthrop		3.00	A-
SAPP 407	Sem Teen Pregnancy		1.00	P*
SAPP 407	Sem Intl Drug Smuggling		1.00	P*
Earned Hrs: 16.00 GPA Hrs: 14.00 Quality Pts: 46.20 GPA: 3.30				

GRADES: Each college grade is worth a prescribed number of points: A is worth 4 points, B is worth 3, C is worth 2, D is worth 1 and F is worth 0. To calculate the total points earned, the points associated with the course grade are multiplied by the number of credits for that course. Dividing the number of points earned for all courses by the student's total credit-hours determines the cumulative GPA. Incomplete is given in lieu of a grade when a student fails to complete the assignments but has made arrangements with the instructor to make up the work. A Pass or No Pass is not included when calculating GPA.

Work In Progress:

BI 132	Intro Animal Behavior	>3	4.00	In Progress
BI 132	+ Dis	>3	0.00	In Progress
FHS 215	Expl Family & Hum Serv		4.00	In Progress
FHS 407	Sem Leadership Develop		2.00	In Progress
FHS 409	Prac Leader Develop		1.00	In Progress
MATH 106	University Math II	>4	4.00	In Progress
MATH 106	+ Dis	>4	0.00	In Progress
SAPP 407	Sem Human Trafficking		1.00	In Progress
SAPP 407	Sem Counter Terrorism		1.00	In Progress

Transcript Totals

Points	GPA
63.40	2.88

ACADEMIC CALENDAR: The transcript is divided into academic terms (quarters) or semesters. During the standard academic year, a school using terms will have three grading periods, while a school using semesters will have only two. Summer school is a separate entity. Some semester schools also have short January or May "terms" lasting only one to three weeks.

CREDITS: Each college course is worth a prescribed number of credits, usually based on the number of hours the class meets per week.

Issued to: [Redacted]
[Redacted]



[Redacted]
[Redacted]
University Registrar

Glossary

ASPIRE	Access to Student Assistance Programs in Reach of Everyone is a state program in which volunteer mentors guide students toward higher education and training opportunities. It is currently in 145 middle schools, high schools and community sites. www.oregonstudentaid.gov/aspire.aspx
COLLEGE NAVIGATOR	A National Center for Education Statistics resource developed to help students, parents, high school counselors and others find information about higher education institutions, including programs, retention and graduation rates, costs, available aid, and degrees awarded. https://nces.ed.gov/collegenavigator
COST OF ATTENDANCE	The total cost of attending college, including tuition and fees, room and board, books and supplies, transportation and sometimes child care. Please see page 13 for current costs of attendance at Oregon postsecondary institutions.
DEFERRED ACTION FOR CHILDHOOD ARRIVALS (DACA)	Under DACA, a student who came to the United States as a child and meets certain guidelines can contact U.S. Citizenship and Immigration Services to request consideration of deferred action (two years of protection from removal) and a work permit. DACA students are eligible to apply for state aid and for OCF scholarships not requiring U.S. citizenship. DACA students are also eligible to fill out the ORSAA.
EXPECTED FAMILY CONTRIBUTION (EFC)	The amount a family is expected to contribute to college costs, based on family income and assets as determined by the federal government through the FAFSA.
FAFSA	The Free Application for Federal Student Aid is a federal form designed to 1) assess financial need; 2) set an amount for parents and students to contribute from their own resources; and 3) verify student eligibility for aid. All eligible applicants for need-based scholarships must complete this form.
FAFSA4CASTER	An online calculator used by students and their families to estimate the type and amount of government aid they can receive for higher education (available through https://fafsa.ed.gov).
FASTWEB	An online resource that helps students search for scholarships and allows them to research and compare detailed college profiles. www.fastweb.com
INDIVIDUAL SCHOLARSHIP	A scholarship program in which a selection committee chooses scholarship recipients. Payments are made directly to the educational institution on behalf of each recipient. Most OCF scholarship programs fall into this category.
INSTITUTIONAL AID	Financial assistance offered by an educational institution, usually in the form of a scholarship or grant. This is common at private institutions, as well as at public colleges and universities with significant endowments.
INSTITUTIONAL SCHOLARSHIP	A scholarship program in which recipients are selected by an institution rather than by an OCF selection committee. Payments are made directly to the institution, which then disburses the funds on behalf of the recipients.
OCF	Established in 1973, OCF's mission is to improve lives for all Oregonians through the power of philanthropy. For scholarship programs, OCF works closely with the Office of Student Access and Completion (OSAC).

OREGON OPPORTUNITY GRANT	A state-funded program that supports low- and moderate-income Oregon students attending college in the state. It is administered by OSAC and does not require a separate application. Students may receive the grant for multiple academic years.
OREGON PROMISE GRANT	A state-funded program that supports high school graduates who start community college in Oregon within six months of graduation. Students must have at least a 2.5 GPA and complete the FAFSA or ORSAA.
ORSAA	The Oregon State Aid Application is an alternative form for students not eligible to complete the FAFSA. It follows the same format as the FAFSA and is administered by the state. Students can use this form when applying for state aid, OCF scholarships and other private scholarships. DACA and undocumented students are also eligible.
OSAC	Started in 1959, the Office of Student Access and Completion administers the statewide scholarship program. OSAC works with high schools and colleges to make application information available to students; allows students to seek scholarships from multiple sources through a single application process; ranks scholarship program applicants according to each program's criteria; shares applications with selection committees; and disburses scholarship funds to institutions.
PELL GRANT	A federal grant awarded to undergraduate students based on financial need. Pell grants do not need to be repaid by recipients.
PENSION PROTECTION ACT OF 2006	Federal legislation enacted in August 2006, which prohibits donors and their relatives and advisors from controlling a scholarship selection process. The result is that donors and their relatives and advisors must comprise a minority of the selection committee.
PERMANENT FUND	To establish a permanent named scholarship fund at OCF, a donor must contribute at least \$50,000. The donor establishes basic criteria for the scholarship.
REMAINING FINANCIAL NEED	The total cost of college minus federal and state aid, and minus the expected family contribution determined by the FAFSA.
SPENDING POLICY	The fund amount available for scholarships in the current award cycle. Currently, the annual amount available is 4.4 percent of the 13-quarter trailing average of the fund market's values as of September 30 of the previous year. To learn more, visit www.oregoncf.org/explore-ocf/financial-information .
TUITION AND FEES	Tuition and fees only (excluding room and board, etc.). A list of tuition and fees for Oregon colleges can be found on page 13.
UNDOCUMENTED STUDENT	Students who are not U.S. citizens, U.S. nationals or "eligible noncitizens." Undocumented students and their families come from all over the world. Of Oregon's estimated 125,000 undocumented residents, 17,000 are ages 18 to 24. Undocumented students are eligible to apply for some state aid and for OCF scholarships not requiring U.S. citizenship. They are also eligible to complete the ORSAA.
WORKING GROUP	In cases where multiple donors, or donor relatives and advisors, are involved in application review, a working group of these individuals is established. Their recommendations are then forwarded to the official selection committee — with an appropriate balance of donors and non-donors — for review and ratification.

Oregon

Community

Foundation

The mission of Oregon Community Foundation is to improve lives for all Oregonians through the power of philanthropy.

OCF puts donated money to work for Oregonians — \$100 million in grants and scholarships annually. Since 1973, OCF grantmaking, research, advocacy and community-advised solutions have helped individuals, families, businesses and organizations create charitable funds to improve lives for all Oregonians.

BEND
15 SW COLORADO AVE.
SUITE 375
BEND, OR 97702
(541) 382-1170

EUGENE
440 E BROADWAY
SUITE 160
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(541) 431-7099

MEDFORD
818 W EIGHTH ST.
MEDFORD, OR 97501
(541) 773-8987

PORTLAND
1221 SW YAMHILL ST.
SUITE 100
PORTLAND, OR 97205
(503) 227-6846

SALEM
1313 MILL ST. SE
SUITE 203
SALEM, OR 97301
(503) 779-1927

OREGONCF.ORG