Scholarship Review



Thank you for your volunteering for our Grand Island Public Schools Foundation scholarship review process. The personal review of the online student scholarship applications is extremely important to the integrity of the entire process. Without your time and dedication, it would be difficult to ensure each application would have the opportunity to be judged on its merit.

Purpose:

To provide an objective review process for applications submitted by qualified area graduates. The reviewer <u>must not</u> be related to any qualifying student in a group they are assigned to. Only the information to be scored will be accessible to the reviewer. All other information is confidential.

Responsibility:

Review filtered student applications that initially qualify for the specific scholarships assigned to your review team. Review applications, score, and comment on suitability of applicant for the scholarship. From the scores and comments, the reviewer will make a scholarship award recommendation and rank several alternates. This process will be repeated for each scholarship assigned to the review team.

The **Team Leader** for the review team will present the team's recommendations to the Scholarship Allocation Committee for final selection.

The review must be completed in a consistent and timely manner. A scoring sheet and additional training will be provided.

Contact Us:

You can contact our office at 308-385-5525 with questions or to ask for assistance.

Kari Hooker-Leep, Executive Director khookerleep@gips.org

Candi Wiemers, Programs & Marketing Coordinator cwiemers@gips.org

Scholarship Review Webpage:

Important dates, frequently asked questions, scholarship terms and review videos can be found on our Scholarship Review webpage: <u>https://gipsfoundation.org/what-we-do/scholarships/scholarship-review.html</u>

Due Date:

Recommendations must be completed by Monday, March 17, 2025.

Log In

To log into our online scholarship application go to <u>https://gipsfoundation.org/what-we-do/scholarships.html</u> and click on the orange button that says Scholarship Application.

SCHOLARSHIP APPLICATION

The Login page appears.

Your User Name will be your email address and the password will be "review".

	2	Scho	
Your legacy. Their opportunity.			
	Your legacy. Their opportunity.		
		Login Sup	port Online Help
	Username		
	Enter username		
	Password		
	Password		
	Login		
	To create a new application click here.		
	Forgot your password?		

Once you have logged in the first time you will be prompted to change your password.

You can choose any password you like. Make sure to enter it in the Password box and Verify Password box. Then click the save button. Logout and then log back in with your new password.

Applications Filters Admin Online Help	Logout
(Logged i	n as Thre

Master Reviewer List

This is the first screen that displays after you log in. All of the qualified applicants who are eligible for one or more of your assigned scholarships to review are listed. **It is your master list of applications.** Each line is a student who has submitted an application. As you go through the review process, you will be able to look at each student's application folder. The application folder contains information organized into documents. Think of a document as a virtual page. Each Reviewer is assigned to a review team. Like-minded scholarships are grouped together and assigned to a review team.

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	Your	r legacy. 1	Their opportunit	ıy.	Your	legacy. Their op j	portunity.				
							Applications	Filters Adn	nin Online Help I	Logout	
									(Logged i	n as One)	
Group	1 - Master Revie	wer List		~							1
GROUF	P 1 - MASTER R	EVIEWER	R LIST								
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ilter		~	Please choose of	one		~		Apply Screen			
low 10	entries	ies							Search:	revious 1 Next	
	Application ID 11	GPA ^{↑↓}	ACT Composite ↑↓	F/R Lunch ↑↓	Initiative Points 11	Reference Score †↓	Obstacle DeLeon Rubric ^{↑↓} Rank	Frith ↑↓ Rank ↑↓	Garrison Joel Rank ^{↑↓} Rank ^{↑↓}	Sorensen Rank ^{↑↓} Co	ntrol
	4346	4.133	28	Yes	6	220	70			0	2
	4345	3.856	25		10	210	0			0	2
	4392	3.66	27	Yes	6	145	75				2

Filters

Each scholarship has a unique filter. The filter is how the scholarship system selects eligible applications for review.

TIP: Scholarship filters are embedded in the scholarship lists. Reviewers do not need to select a filter before starting to review. **Selecting a reviewer list will automatically select the correct filtered list.**

Group Reviewer Lists

Each reviewer group has a Master Reviewer List. The number of lists in your drop down menu depends on how many scholarships are assigned to your review group. If your group is assigned one scholarship to review, you will only have the Master Reviewer List. If your group is assigned more than one scholarship, there will be multiple lists in the menu.

Please choose one Default List								
Group 3 - Master Reviewer List								
Group 3 - Harder Reviewer List Group 3 - Husted Reviewer List	2		~	Apply S	creen			
Group 3 - Karn Reviewer List Group 3 - Kneale Reviewer List					Se	earch:		
nowing 1 to 16 of 16 entries							Previous 1	Next

Select a scholarship reviewer list to view a filtered list of eligible applications for that scholarship. Each reviewer list has the scholarship filter embedded. **Reviewers do not need to select filters.**

Group	3 - Husted Review	er List	~												
GROUF	3 - HUSTED RI	eviewer	LIST												
🖶 Prin	t														
Filter	_	~ Pleas	e choose one					~		P	apply Screen				
Show 10	entries											Searc	:h: Previo	us	1 Next
	Application ID 11	gpa ↑↓	ACT Composite	ţţ	F/R Lunch	î↓	Initiative Points	ţ↑	Reference Score	ţţ	Recommend Husted	ţţ	Rank Husted	ţ1	Control
	4553	3.973	24				4		220						0
	4403	3.8	22				8		150						0
	4329	3.478	16				10		215						0

Selecting another reviewer list: To view another scholarship reviewer list, select it from the drop down menu. The newly selected applications are filtered correctly and are eligible for the scholarship named.

3

Sorting

The student applications that qualify for the group of scholarships you will review are easily sorted. Click on the column title and the list will be sorted according to that field. Think of the list as a spreadsheet. The sort feature is useful when there is a large list of applications. You can review the top GPA or ACT applications first. Each reviewer can review applications in any order they choose. In the additional training materials for your review group, you will find a list of review tips and hints for each scholarship in your group.

Initiative Points

Students can earn bonus points for submitting their application before the application deadline. These bonus points are called Initiative Points. When making scholarship award recommendations, reviewers can consider Initiative Points. The maximum number of Initiative Points is 10. The earlier a student submits their application the more points they will earn. Initiative Points are listed on the score sheet and in the application list.

F/R Lunch

The application only asks two financial need questions. One is an essay on the Personal Essays page and the other is if the student qualifies for the free or reduced school lunch program. If the student qualifies, they must upload their benefit letter. Foundation staff verify benefit information. A **Yes** will appear in the F/R Lunch column if their benefits are verified.

Reference Score

Two references are required for each application. The references are asked to rate the students on several traits on a scale of 1-5 (they are asked other questions as well). The scores have embedded values. The highest score on the scale is 5 and has a value of 20 points. All of the scores from both references are added together to get a Reference Score. The highest value possible is 220. The Reference Score is a sortable column in the list and is on the score sheet.

Merit and Obstacle Rubrics

These rubrics help reviewers sort and evaluate applications. The Merit Rubric calculates a numeric value associated with high school performance. The Obstacle Rubric is a weighted calculation measuring free or reduced lunch status, family disruptions, minority status and language. Information about the rubrics and how they are weighted are included in your review packet if applicable to your review group.

Navigation Menu

Reviewers are able to view other documents in the application file. The navigation menu is located on the left side of the webpage. Each document contains information about the applicant.



Education Information - elementary, middle, and high schools attended and years; grade point average; ACT scores; SAT scores

<u>College Plans</u> - college/university and acceptance status; if the college/university is in Nebraska; general major; specific major; general minor; specific minor; degree working towards

Work Experience - work history listing start/end dates, and hours

Extracurricular Activities - school activities, school-sponsored sports, and community activities/award section lists; leadership essay; volunteer essay

Personal Essays - personal narrative; career goals; financial plan

<u>Academic Reference</u> - a high school teacher who personally taught the applicant; scores; strengths; weakness; character statement

<u>General Reference</u> - a teacher, coach, counselor, supervisor, or anyone not related to the student; same information as academic reference

Previous Application/Next Application - To view the same document in another application, click previous or next application. **Previous Application** will open the same document in the application listed above the current application in the reviewer list. **Next Application** will open the same document in the application listed below the current application in the reviewer list. For example, if you currently are viewing the Personal Essay page, clicking the **Previous Application** button will display the Personal Essay page of the application listed above the current application in the reviewer list.

Return to List Screen

Applications	Filters	Admin	Online Help	Logout

To return to the reviewer list, click on **Applications** located at the top of the screen.

Reviewing Applications

1 - Read Scholarship Guideline

Before reading an application, refer to the guidelines and review tips in your training materials. **Please read the scholarship guideline you are currently reviewing first.** In the "Eligibility" section, you will find scholarship requirements and preferences. The scholarship list has already filtered and selected applications that fit all of the scholarships requirements. As a Recommendation Reviewer, you are to determine which applications should be recommended for this scholarship based on scholarship preferences and other reviewable factors.

2 - Select Scholarship Reviewer List

Group 3 - Master Reviewer List Please choose one	After reading the scholarship guideline, select the scholarship reviewer list from the drop down menu.
Default List	The list has the scholarship filter embedded.
Group 3 - Master Reviewer List	You do not need to select a filter.
Group 3 - Husted Reviewer List	
Group 3 - Karn Reviewer List	All eligible applications for the scholarship will display.
Group 3 - Kneale Reviewer List	Each application has a unique Application ID number.

To open an application folder click on the pencil \checkmark at the right end of the line.

Group	3 - Husted Review	er List	~												
GROUF	3 - HUSTED R	eviewer	LIST												
🖶 Prin	t														
Filter	_	~ Pleas	e choose one					~		4	Apply Screen				
Show 10	entries											Searc	h: Previo	us	1 Next
	Application ID ↑↓	gpa î↓	ACT Composite	ţţ	F/R Lunch	ţţ	Initiative Points	↑↓	Reference Score	ţţ	Recommend Husted	ţ↑	Rank Husted	ţţ	Control
	4553	3.973	24				4		220						0
	4403	3.8	22				8		150						0
	4329	3.478	16				10		215						0

3 - Score Sheet

The first document to open is the **Score Sheet** for your review group.

GROUP 3 SCORE SHEET	
Application ID	3788
Initiative Points Imag 101	10
Education I	nformation
OM.	4.04
Class Rank	2
Class Size	-60
College Major - General	Iducation
College Major - Specific	Secondary Education
College Minor - General	Business
Constant Control	Terrar
College Minor - Specific	mance
Family Int	ion allos
Number of Siblings	2
Number of Siblings in College	0
ts	99 -
Dakota Karn Memor Write a short statement that a	lat Scholarship Essay novers the following question
Dakota believed that all people he came into contact	t with were his friends. How do you value friendship?
Similar to the dove, I look for a companion that I can have a relationship with for a lifetime. One that will stick through wi borest, in the past, making finends was difficial for me because I was not one of the "cool kids". I had shallow relationshi friends now, I am not sure who I would be today.	In me, one that desert desert me when times are tough, one that rejsices in my trianghs, and one that is true and ps that were like shadows; They were only with me when the light was shining on me. If it weren't for some of my good
Manans were not designed to go about life by themselves, making intends a crucial part of our lives. I highly volve frienc come into contact with were tog, have a small group of ready close finiends that here verything about ne that I can go have a slightly inger group of friends that how my same, how have to make me lawy, and are very supportive of me training veryons like a finiend. I how popels, so being that and friendy to them is not difficult. Impire to someone or	Iship is my life because I do not ware to be lonshy. Over the years, i've doveloped levels of hierdship for the people I to if I need some advice or i need help. Most of three feineds I made at my date/h and i've known since 1st grade. I My last level of hierdship is simply knowing their name and being kind. To me, being kind to those aroand you is like alle made mit dat grad. I bit you take a date grad of this possibility.
I also have the unique ability to make friends with those older then me. My dad always says that if m an "old sour" becam spritt and exables me to communicate easier. Prenddrip can also be with a young child that you like to make leapt. At in brinder. This relatends in cranking the practices to have the character in covership what its like in the also also and make tracking.	e sometimes I prefer to sit around and just talk with people. My unique ability to relate to older people has matured in y house every Sunday, the families come ever for a bible study. Each family has 3 kdS, and 1 get to be the obted does. I have need to foot this can of mail or mailer finded/bits and creativity mathematic study incredited to the obted does. I have need to foot this can of mail or mailer finded/bits and creativity mathematic study.
Thrive off of friendship. They make me smile, encourage me to do great things, and are always by my side. I am extrem	ely lucky to call some of my friends lifelong companions. They'll never understand how much they mean to me.
See	Please choose one
Connect	
Patty and Mike Kneale in	lucation Scholarship Essay
2) What obstacles have you a	The second se
3) what or consistence describe your manual 4) What are your future pi	neede on you neve a maarcus par on coneger ans (college and beyond)?
Were new invest in the future, and isse beating as a wise investment. Healt to encourage students, I want to influence ability to impact headneds of students on a daily basis would be an amazing way to set up the future for success. This is the is thild in detailed as and more an exercision. During measurement, there is much first means of the set.	dut to develop good habits, and I want to be a positive role model that they can come to if they need to tak. Having th why I'm going to teach, again, lisar invanidant if fait like than an memora in life herance i model that forthal ammong it was the most
important thing in my life. On top of this, many of my deschades and teammates were unsupportive and hurthal with the person I three of of learning of encouragement, making this very discouraging.	or words, in the dassroom, i was told that issociate study because itm going to do bad on the test anyweys. As a
In our football program, we are taught to respond to any shaukon. For motio was "bent plus response equals outcome the process of healing my attribute thonged for the better: I am a more thankint and humber must rem my may. The dis study, take notes, and do my hornework when everyose else wouldn't. I scored high an all of my tests, shattering the lies	c*.1 chose to respond: My collarbore seemed like a curse to my entrie like. After treatment and healing, I realized that coursign designments took time to resolve. I chose not to listen to them because I knew that I was smart, I continued to that my classimates told me.
My parents do not work very high paying jabs. My mon is an advanced as a state of a small electrical company and necessary is not have student loans. One any Im paying for school is saving money from my paysherk. Lam able to sav college that have given me 34 credits that I can put towards my degree.	I my lather is a youth pastor. My college education will be fancied by my hard work, and i am willing to do what is a a large portion of my paycheck. My high school has also blessed me with many dual credit courses at our community
My plan in the future is to earn my Masters Degree. With this degree I will be able to support my family on a greater les Economics. Since a lot of math concepts are inside of economics. If gare that getting my degree in that field could be e opportunities and in the end transform my mind into a well rounded, obucated person.	el because most schools pay teachers more that have a Masters Degree. Another plan I have is to earn my degree in sier. Again, being able to teach multiple subjects would yield more benefits for my lamity, open up more job
Come -	Francisco II
.0,47E	seecoorri requireor
Comment	
General C	omments
Scholarship Rec	ommendations
Please indicate whether you recommend this student and rank this stude	nt among an of the students you have recommended for the scholarship.
	-
Dakuta Kam Memorial Scholarship	
Patty and Mike Kneals Education Scholarship (2 total)	
Wednesslay Group Scholarship	
Scholarship Ran	kings Complete

There will only be one score sheet per application. Each reviewer will have their own score sheet and it will not be visible to other reviewers in their group.

Each reviewer group score sheet is different. Some groups will have essays and others will not. The fields listed are determined by the information the scholarships assigned to the group need to review applications.

Reviewer scores and comments are not viewable by other reviewers in the group.

General Comments: Use this field to create "notes" to yourself about the application. This will speed up the review process. Most likely, the applicant will be eligible for another scholarship assigned to your review group and the notes will help you evaluate the application quickly.

Essays: All of the scholarship essays for your assigned scholarship group will appear on the score sheet even if the reviewer list for that scholarship is not selected.

4 - Special Essays

Some scholarships require a special essay. Each essay has a **Score** and **Comment** field. Using these fields will help determine scholarship recommendations. Read the essay and score it as exceptional, good, average, or poor.

as possible to lessen the amount of money I will need from loans and grants as much as
ege I attend to help me pay for books and possibly start paying back loans. Even though I
become a Math and Theatre teacher, so I plan on using scholarships, loans and grant to by
lege I attend to pay for my college education.

Score	Selection required!	~
	Selection required!	
Comment	Exceptional (10)	
	Good (7)	
General	Co Average (4)	
	Poor (1)	

There is an additional comment line for the reviewer's personal notes about the essay.

Essay scores are displayed on the Master List. You can sort the list by the essay scores by clicking on the carrots (up or down arrows) next to the essay name. Once sorted, you can open the top essay score and review the applications further. (Recommend then Rank)

5 - Recommend Applications

After you have read the scholarship guideline and reviewed the application, you will need to decide if you want to recommend the application for the scholarship.

If you feel this applicant should be considered for the scholarship, check the box next to the scholarship name and save.

Scholarship Recon	nmendations
Please indicate whether you recommend this student and rank this student a	among all of the students you have recommended for the scholarship.
Lester Husted Memorial Scholarship	
Dakota Karn Memorial Scholarship	
Patty and Mike Kneale Education Scholarship (2 total)	

A new field appears under the scholarship name you just recommended.

Do not use the **Rank** field until all scholarships you want to consider (Recommend) have been selected (checkboxes).

Scholarship Recommendations										
Please indicate whether you recommend this student and rank this student among all of the students you have recommended for the scholarship.										
Lester Husted Memorial Scholarship										
Dakota Karn Memorial Scholarship										
Rank	Please choose one									
Patty and Mike Kneale Education Scholarship (2 total)										

After you save your recommendation, click on **Next Application**. The system will take you to the next application on the list.

Continue to review applications and determine if you want to recommend for consideration.

Once you have worked your way through the list of applications for a scholarship, click on **Applications** located at the top of the page. This will return you to the scholarship Reviewer List.

The **Scholarship Reviewer List** will display the applications you recommended for further review and possible ranking in the next step.

In this **Group 3 – Kneale Reviewer List** example, three applications have been recommended for the Kneale Education Scholarship.

Group	3 - Karn Reviewer	List	~							
GROUP	3 - KARN REV	IEWER L	IST							
🖶 Print	t									
Filter		~ Plea	ase choose one			~	Apply Screen			_
± Ŧ	ē									
Show 10	0 v entries							Search:		
Showing 1	to 10 of 10 entri	es							Previous 1	Next
	Application ID 11	GPA ^{↑↓}	ACT Composite ^{↑↓}	F/R Lunch ^{↑↓}	Initiative Points	Reference Score 11	Essay Karn 11	Recommen Karn	d Rank 1↓ Karn 1	L Control
	4680	3.824	22	Yes	4	210	Poor (1)		/	0
	4588	4.2	30		2	220	Exceptional (10)			0
	4580	3.933	28	Yes	6	220	Average (4)		-	0
	4551	4.04	26		8	220	Good (7)			
	4505	3.796	23		6	220	Average (4)			0
	4502	3.791	19		6	220	Average (4)		-	0
	4499	3.802	28		10	215	Exceptional (10)			

Click on the column title **Recommend Kneale**.

The column sort feature will group the Kneale Education Scholarship finalists together. You may have to click the column title more than once for the finalists to be grouped at the top.

Application ID 11	GPA ^{†↓}	ACT Composite 💷	F/R Lunch 11	Initiative Points	Reference Score 11	Essay Karn	Ţ.Į	Recommend Karn	Rank Karn ^{†↓}	Control
4588	4.2	30		2	220	Exceptional (10)	~			0
4551	4.04	26		8	220	Good (7)	~			0
4499	3.802	28		10	215	Exceptional (10)	~			0
4680	3.824	22	Yes	4	210	Poor (1)	÷			0
4580	3.933	28	Yes	6	220	Average (4)	÷			0
4505	3.796	23		6	220	Average (4)	~			0
4502	3.791	19		6	220	Average (4)	~			0

6 - Rank Applications

The next step is to rank the applications recommended for further review. Sort the scholarship Reviewer List to group the recommended applications to the top of the list. These are the applications you will review more fully.

From the sorted scholarship Reviewer List, click on the pencil to open an application. Review and compare this application to other applications selected for recommendation. Please refer to the scholarship guidelines often. Continue reviewing/comparing applications until you are ready to select ranking choices.

Selecting a Rank

On the **Score Sheet** the **Rank** field is below the scholarship recommendation field. In the Dakota Karn Memorial Scholarship example, you would select 1ST Choice to rank the top applicant and save.

Scholarship Recommendations									
Please indicate whether you recommend this student and rank this student among all of the students you have recommended for the scholarship.									
Harder Family Education Scholarship									
Lester Husted Memorial Scholarship									
Dakota Karn Memorial Scholarship									
Deale									
Kdhk	1st Choice 💙								
Patty and Mike Kneale Education Scholarship (2 total)									

Rank at least five applications per scholarship. Some scholarships will require more rankings. Some scholarships may only have a few applicants eligible. Select as many ranks as applications available or ranking choices. After all reviewer team members have completed scoring, the team scores will be combined. Team leaders will represent all recommendations at the Allocation Committee Meeting.

GROUP 3 - KARN REVIEWER LIST													
🖶 Prin	t												
Filter	-	~	Please choose on	e		*		Appl	y Screen				
Show 100 v entries Search: v Showing 1 to 10 of 10 entries Previous 1 Next											Next		
	Application ID 11	GPA 11	ACT Composite 11	F/R Lunch †4	Initiative Points	Reference Score	Essay Karn	ţ1	Recommend Karn	t TI	Rank Karn	11	Control
	4502	3.791	19		6	220	Average (4)	~		/	5th Choice	~	0
	4505	3.796	23		6	220	Average (4)			/	4th Choice	~	Þ
	4551	4.04	26		8	220	Good (7)	~			3rd Choice	~	•
	4499	3.802	28		10	215	Exceptional (10)	~			2nd Choice	~	Þ
	4588	4.2	30		2	220	Exceptional (10)	~			1st Choice	/	0
	4468	3.878	17	Yes	10	220					$\overline{\ }$		
	G	ran	d Isla	and	Pub	lic Sc	chools	F	ound	18	tion		

Review Other Scholarships

If there are multiple scholarships assigned to your review group, we suggest completing one scholarship recommendation at a time. Click on **Applications** at the top of the page when you are ready to begin the review for another scholarship. This will take you to the lists screen. Select the next scholarship reviewer list from the menu to review that scholarship. Complete the review process steps (1-6) until all scholarships assigned to your team are complete.

Verify Results

Verify your selections after you have complete the rankings for all scholarships assigned to your review group. This is easily done by selecting the **Group Master List**. Sort each scholarship ranking to verify all ranking choices are used and there are no duplicates. Remember, you can rank an application for more than one scholarship. You cannot duplicate a rank within one scholarship. For example, you cannot have two 1st Choice selections for the DeLeon Memorial Scholarship.

Email Candi Wiemers at <u>cwiemers@gips.org</u> when you have verified your selections and are done with the review.

Thank You

Thank you for participating in a crucial step in our scholarship process. Please know that you can contact our office at 308-385-5525 with questions or to ask for assistance.

Kari Hooker-Leep, Executive Director khookerleep@gips.org

Candi Wiemers, Programs & Marketing Coordinator cwiemers@gips.org