

University Staff Senate

Scholarship Committee

Operating Papers

Approved July 7, 2011

UNIVERSITY STAFF SENATE SCHOLARSHIP COMMITTEE

The Scholarship Committee was established as a standing committee by the University Staff Senate to:

- (a) Develop procedures and criteria;
- (b) Raise funds, by various projects and investment of funds;
- (c) Develop foundation accounts for the support of the scholarship awards and fund-raising activities;
- (d) Appoint ad hoc committees as needed for the various activities of the scholarship committee; and,
- (e) Evaluate procedures and criteria, as needed, to provide scholarship support to family members of SIUe staff (civil service or professional staff personnel).

The Committee will be chaired by a Staff Senate member appointed by the University Staff Senate President and ratified by the University Staff Senate. The other members of the Committee shall be Staff Senate members and other interested persons of the civil service and professional staff. The membership of the committee will be ratified by the University Staff Senate.

The scholarship Committee is presently the steward of the following two (2) accounts, which are maintained at the SIUe Foundation, developed for the purpose of administering the scholarship awards:

ACCOUNTING

The money for the Staff Senate Scholarship resides in two (2) funds in the SIUE Foundation. The two funds include the following: (1) The University Staff Senate Benefit Fund, 4016; this is a petty-cash type account which is used strictly for fund raising; and (2) The University Staff Senate Scholarship Endowment Fund, 8715.

University Staff Senate Benefit Fund (4016)

There are no formal SIUE Foundation stipulations which regulate fund activities. (Stipulations are legal conditions which restrict fund usage, withdrawals and balances.) However, this fund can be used only for fund-raising activities. This Fund provides a paper trail of fund-raising activities for IRS reporting and Auditor review. Monies only accrue to this account from fund raising, with the exception of when upfront monies are needed for an upcoming fund-raising event.

For this exception, funds can be moved from the University Staff Senate Scholarship Account by way of (a) minutes from the Staff Senate Scholarship Committee; (b) minutes of the Staff Senate; or (c) a memorandum to the SIUE Foundation when a fund-raiser event is anticipated. Transfers require Staff Senate approval through its President or actions of the Senate.

Once receipts are received and all expenses have been paid for a fund-raising activity, the SIUE Foundation should be notified to transfer all funds in excess of One Hundred Dollars (\$100.00), or other reasonable amount needed for potential future costs, to the University Staff Senate Scholarship Endowment Fund, 8715. The transfer request must specify if the money should be added to the endowment principal or to the scholarship portion (spendable cash balance). Transfers require Staff Senate approval through its President or actions of the Senate as represented in the minutes.

University Staff Senate Scholarship Endowment Fund (8715)

This fund contains both (A) the money to be expended as scholarships (scholarship portion or spendable cash) and (B) the endowed money (endowment principal or endowment portion) which cannot be expended. (See Exhibit "A") Prior to Fiscal Year 2011, these were two separate funds.

A. Scholarship Portion - Account 1000 (Spendable Cash and Investments)

Money in the scholarship portion of the endowment fund is to be maintained at the level of scholarship awards determined by the University Staff Senate. Funds in excess can be transferred within this fund to the endowed portion or to the University Staff Senate Benefit Fund (4016) with the approval of the University Staff Senate or its President. Scholarship monies are expended when the SIUE Foundation receives a Foundation disbursement form along with (1) minutes of Senate actions related to scholarship awards; (2) Scholarship Committee minutes related to scholarship

awards; or (3) a memorandum from the University Staff Senate related to scholarship awards. The request for expenditures from the Scholarship portion require the signature of either the President or Treasurer of the University Staff Senate.

B. Endowed Portion - Account 1530 (Endowed Investments)

Money may not be expended or moved from this portion of the fund. Investment earnings are calculated and transferred annually to the scholarship portion according to the SIUE Foundation's policies. On recommendation of the Scholarship Committee and approval by the Senate, the investment earnings from the Endowment Account can be transferred back to the endowment portion. Transfers of monies will operate as indicated above in the Benefit Fund section.

Faculty for Collective Bargaining Scholarship Endowment Fund (8102)

The funds for the Faculty for Collective Bargaining reside in the SIUE Foundation in the Faculty for Collective Bargaining Scholarship Endowment Fund. This endowment fund is set up exactly like the Staff Senate Scholarship Endowment Fund. (See Exhibit "A" below) The endowment principal and scholarship portion are part of this fund; prior to FY11, they were two separate funds. The transfer procedures, investment earnings process and other characteristics are identical as well.

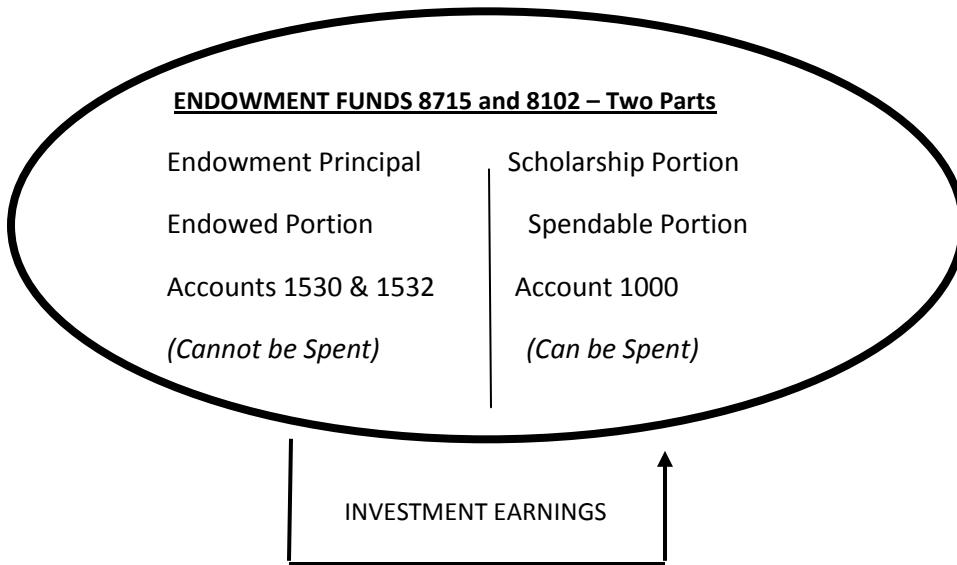


Exhibit "A"

The Scholarship Committee Treasurer will be the Treasurer of the University Staff Senate and ratified by the University Staff Senate. At the direction of the University Staff Senate and/or President, the treasurer will be responsible for:

(a) Notifying the SIUe Foundation when funds are to be transferred from the University Staff Senate Scholarship Endowment Fund Scholarship Portion (account 1000) or Faculty for Collective Bargaining Scholarship Fund for scholarship awards;

(b) Notifying the SIUe Foundation when funds are to be transferred to the University Staff Senate Benefit Fund (4016) for a fund-raising activity or from the Faculty for Collective Bargaining Endowment fund (8102) to the Faculty for Collective Bargaining Scholarship Portion (8102) for a scholarship award(s); In regard to the University Staff Senate Scholarship, upon completion of a fund raising activity, the treasurer will notify the SIUe Foundation to transfer monies into the Endowment account (8715) from the University Staff Senate Benefit Fund (4016)

c) Preparing and submitting monthly financial reports to the University Staff Senate. All transfers of funds from the two University Staff Senate accounts will be signed by the President and Treasurer of the University Staff Senate.

During the second week of May, and as the account balance allows during the second week of February, the secretary of the Governance office at the direction of the University Staff Senate President will send out a letter announcing the availability of application forms for the University Staff Senate Scholarship, where forms can be picked up, and the deadline for return date for the forms. A similar procedure will occur for the Faculty for Collective Bargaining Scholarship during the second week of October.

AD HOC SCHOLARSHIP SELECTION COMMITTEE

The ad hoc Scholarship Selection Committee of the University Staff Senate Scholarship Committee will be appointed *two or three times* a year to review scholarship applications. The work of the Ad Hoc Comm. should be completed by the University established first payment deadline for Fall, Summer or Spring tuition. The members of the Ad Hoc Comm. will consist of two members from each of the constituency groups of the University Staff Senate for the University Staff Senate Scholarship and members of **unionized employees** for the Faculty for Collective Bargaining Scholarship. The Panel chairs of the various constituency groups are responsible for obtaining the names of representatives for the Ad Hoc Comm. The names will be sent to the President of the University Staff Senate who will charge the Treasurer to convene and orient the Scholarship Selection Committee. Membership of the Ad Hoc Comm. will be reported to the University Staff Senate.

The purpose of the Ad Hoc Comm. will be to evaluate the scholarship applicants according to the procedures and criteria developed by the University Staff Senate Scholarship Committee. The procedures and criteria for reviewing the scholarship applicants are included in the Scholarship Award Handbook of the University Staff Senate.

The University Staff Senate Scholarship Committee will make application forms and other materials available for scholarship applicants through the University Governance Office and the Student Work and Financial Assistance Office. Notification of availability of awards will be given via e-mail, letters and campus news media. All of the scholarship applications will be returned to the University Governance Office. The University Governance Office Secretary will prepare a set of applications for the Treasurer and the Ad Hoc Comm. The applications for the Ad Hoc Comm. will have all applicant indentifying marks removed.

Once the Ad Hoc Comm. has completed its evaluation of the applicants for the scholarship, the Ad Hoc Comm. Chair will notify the Treasurer of their decision and return all materials used in the process of decision making. The Treasurer will notify the President of the University Staff Senate. The President will: 1) notify the recipients of the awards and make arrangements for the awards to be presented at a University Staff Senate meeting; 2) inform the Office of Financial Aid and the Bursar as to the names of the awardee(s); and 3) direct the Treasurer or designee to prepare a press release for the University News Services.

UNIVERSITY STAFF SENATE

Scholarship Handbook

PREFACE

The purpose of this manual is to provide information to the members of the Scholarship Selection Committee who participate in the selection of a recipient(s) for the University Staff Senate Scholarship or Faculty for Collective Bargaining Scholarship. The information outlines the criteria and requirements for application, selection criteria and a brief history and purpose.

The University Staff Senate adopted a proposal to establish a Staff Senate Scholarship fund in Spring 1982, to benefit family members of SIUe Civil Service and Professional Staff employees. This scholarship is a cash award for attendance during the Fall or Summer term at SIUe for a deserving high school graduate(s) or a continuing undergraduate student(s) at SIUe.

The University Staff Senate Scholarship Fund has acquired its money by personal contributions, a phone-a-thon, the annual Staff Senate Barbecue, the annual Ice Cream Cabaret and other fund raising activities. Fund raising is the responsibility of the University Staff Senate through its Scholarship Committee. Presently, a maximum of two cash award(s) for Fall term can be awarded to eligible scholarship recipients. Added in 2006, a maximum of two cash award(s) for Summer term can be awarded to eligible scholarship recipients. Award decisions are made by the Ad Hoc Comm. which is appointed by the Staff Senate. (See Addendum for a list of awardees and other information.)

The University Staff Senate serves as the manager for the Faculty for Collective Bargaining Scholarship. The management arrangement was established in March 1999 through actions of the SIUe Foundation based upon a request from Drs. George Henderson and John Farley. The University Staff Senate will award scholarships, establish account structure and serve as the custodian for the accounts. The University Staff Senate is not responsible for fund raising activities for this account. An Endowment and Scholarship accounts were established using funds in the original Faculty for Collective Bargaining account.

ACCOUNTING

The money for the Staff Senate Scholarship resides in two (2) funds in the SIUE Foundation. The two funds include the following: (1) The University Staff Senate Benefit Fund, 4016; this is a petty-cash type account which is used strictly for fund raising; and (2) The University Staff Senate Scholarship Endowment Fund, 8715.

University Staff Senate Benefit Fund (4016)

There are no formal SIUE Foundation stipulations which regulate fund activities. (Stipulations are legal conditions which restrict fund usage, withdrawals and balances.) However, this fund can be used only for fund-raising activities. This Fund provides a paper trail of fund-raising activities for IRS reporting and Auditor review. Monies only accrue to this account from fund raising, with the exception of when upfront monies are needed for an upcoming fund-raising event.

For this exception, funds can be moved from the University Staff Senate Scholarship Account by way of (a) minutes from the Staff Senate Scholarship Committee; (b) minutes of the Staff Senate; or (c) a memorandum to the SIUE Foundation when a fund-raiser event is anticipated. Transfers require Staff Senate approval through its President or actions of the Senate.

Once receipts are received and all expenses have been paid for a fund-raising activity, the SIUE Foundation should be notified to transfer all funds in excess of One Hundred Dollars (\$100.00), or other reasonable amount needed for potential future costs, to the University Staff Senate Scholarship Endowment Fund, 8715. The transfer request must specify if the money should be added to the endowment principal or to the scholarship portion (spendable cash balance). Transfers require Staff Senate approval through its President or actions of the Senate as represented in the minutes.

University Staff Senate Scholarship Endowment Fund (8715)

This fund contains both (A) the money to be expended as scholarships (scholarship portion or spendable cash) and (B) the endowed money (endowment principal or endowment portion) which cannot be expended. (See Exhibit "A") Prior to Fiscal Year 2011, these were two separate funds.

A. Scholarship Portion - Account 1000 (Spendable Cash and Investments)

Money in the scholarship portion of the endowment fund is to be maintained at the level of scholarship awards determined by the University Staff Senate. Funds in excess can be transferred within this fund to the endowed portion or to the University Staff Senate Benefit Fund (4016) with the approval of the University Staff Senate or its President. Scholarship monies are expended when the SIUE Foundation receives a Foundation disbursement form along with (1) minutes of Senate actions related to scholarship awards; (2) Scholarship Committee minutes related to scholarship

awards; or (3) a memorandum from the University Staff Senate related to scholarship awards. The request for expenditures from the Scholarship portion require the signature of either the President or Treasurer of the University Staff Senate.

B. Endowed Portion - Account 1530 (Endowed Investments)

Money may not be expended or moved from this portion of the fund. Investment earnings are calculated and transferred annually to the scholarship portion according to the SIUE Foundation's policies. On recommendation of the Scholarship Committee and approval by the Senate, the investment earnings from the Endowment Account can be transferred back to the endowment portion. Transfers of monies will operate as indicated above in the Benefit Fund section.

Faculty for Collective Bargaining Scholarship Endowment Fund (8102)

The funds for the Faculty for Collective Bargaining reside in the SIUE Foundation in the Faculty for Collective Bargaining Scholarship Endowment Fund. This endowment fund is set up exactly like the Staff Senate Scholarship Endowment Fund. (See Exhibit "A" below) The endowment principal and scholarship portion are part of this fund; prior to FY11, they were two separate funds. The transfer procedures, investment earnings process and other characteristics are identical as well.

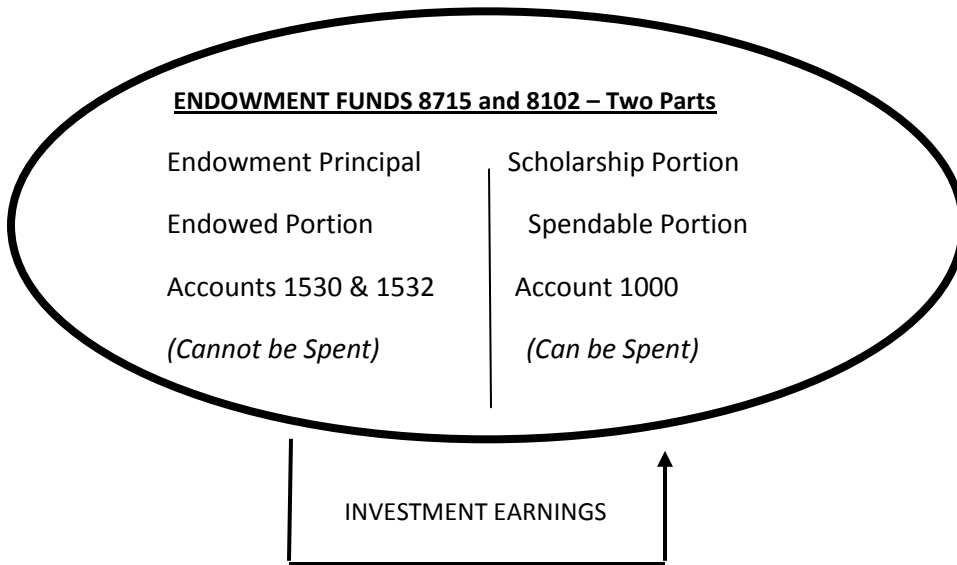


Exhibit "A"

Scholarship Committee Membership

The University Staff Senate Scholarship Committee will consist of a chairperson and at least two persons from each constituency of the University Staff Senate membership or specified employment class. Membership can exceed the minimum appointments specified by the University Staff Senate. Membership from the University at large is encouraged. The University Staff Senate will ratify all scholarship committee members. The length of service will be one (1) year with no limit on years of service. The membership selection procedure can be suspended in lieu of the Senate fulfilling this role as a committee of the whole.

The Scholarship Committee Chairperson will be the Treasurer of the University Staff Senate and elected by the University Staff Senate. At the direction of the University Staff Senate and/or President, the chairperson will be responsible for:

- a. Organizing and promoting fund raising activities;
- b. Notifying the SIUe Foundation when funds are to be transferred from the University Staff Senate Scholarship Account for scholarship awards. Recommending to the University Staff Senate when funds should be transferred to and from the University Staff Senate Scholarship Account and notifying the SIUe Foundation to move monies to and from this account in the absence of or in concert with the President; Recommending to the University Staff Senate when funds should be transferred from the Faculty for Collective Bargaining Endowment to their Scholarship Account;
- c. Recommending to the University Staff Senate when funds should be transferred to and from the University Staff Senate Benefit Account and notifying the SIUe Foundation to move monies to and from this account in the absence or in concert with the President; Upon completion of a fund raising activity, the Chairperson will notify the SIUe Foundation to which account monies should be transferred (Scholarship Account or Endowment Account) and
- d. Preparing and submitting a monthly financial report to the University Staff Senate

The University Staff Senate Scholarship Committee is charged with:

- a. Development and implementation of fund raising activities;

- b. Revision and development of policy statements for consideration by the University Staff Senate;
- c. Development of publicity and advertisements for the Scholarship program and;
- d. Archival of fund raising records and information on awardees.

All receipts and expenditures for transfers from the three accounts which the University Staff Senate are responsible for will be signed by the Scholarship Committee Chairperson and/or the University Staff Senate President.

During the second week of February, the President of the University Staff Senate will prepare a letter or direct the Governance Secretary to notify the community of the availability of the University Staff Senate Scholarship for summer. Similarly, during the second week of May, a notification will be given for fall scholarships. During the second week of October notification of the availability of the Faculty for Collective Bargaining Scholarship (spring) award will occur. All these letters will announce the availability of application forms for the scholarships, where forms can be obtained, and the deadline for return for the forms. Also at this time, membership for the Ad Hoc Comm. will be requested from the Panel Chairs of the Senate. Those not ratified earlier by the University Staff Senate, must now be ratified before convening a meeting of the Committee.

AD HOC SCHOLARSHIP SELECTION COMMITTEE

The Ad Hoc Selection Committee of the University Staff Senate Scholarship Committee will be appointed once a year to review scholarship applications for each scholarship fund. The Chair of the University Staff Senate Scholarship Committee will serve as an ex-officio member of the Ad Hoc Comm. The Chair of the Ad Hoc Comm., who must be a member of the University Staff Senate, will be appointed by the University Staff Senate President. The members of the Ad Hoc Comm. will consist of two members from each of the constituency groups of the University Staff Senate or the designated employment group. The Panel Chairs of the various constituency groups are responsible for obtaining the names of representatives for the Ad Hoc Comm. The names will be sent to the President of the University Staff Senate who will charge the Chair of the Scholarship Committee to convene and orient the Ad Hoc Comm. Membership of the Ad Hoc Comm. will be reported to the University Staff Senate. Committee members will recuse themselves from the process if there is a conflict of interest in relation to any applicants for a particular scholarship. At the orientation meeting for the Ad Hoc Comm. a Chair would be determined from its members.

The purpose of the Ad Hoc Comm. will be to evaluate the scholarship applications according to the procedures and criteria ratified by the University Staff Senate. The procedures and criteria for reviewing the scholarship applications are listed below:

The Ad Hoc Comm. is responsible to the University Staff Senate. The charge is to select a candidate(s) for receipt of the University Staff Senate Scholarship and the Faculty for Collective Bargaining Scholarship award(s). The deadline for informing the University Staff Senate of a determination will be the first payment date as established by the University for the Fall term or Spring term or given to the Committee by either the University Staff Senate President or the Chair of the University Staff Senate Scholarship Committee. Additionally, a maximum number of awards will be communicated to the Ad Hoc Comm. at this time. The Ad Hoc Comm. is not obligated to give the maximum number of awards. This decision depends upon judgments related to the perceived quality of the applications

Decisions concerning the scholarship awardee(s) should be determined by the results of numerical scores which result from ratings obtained from the Selection Rating form. Attached is a filled in sample form and a blank form. The Chair of the University Staff Senate Scholarship Committee will be available to assist in making clear the rating procedure. Each member of the Ad Hoc Comm. will be responsible for reading all applicant information and rating each application. Ratings should be discussed in an open meeting of the Ad Hoc Comm. and a group decision reached. Meetings of the Ad Hoc Scholarship Selection Committee should occur as deemed necessary.

In cases where a decision cannot be made, the University Staff Senate President or the chair of the Scholarship Committee should be contacted. The results should be communicated to the University Staff Senate President and/or University Staff Senate Scholarship Committee Chair in writing. All ratings should be forwarded at this time. These materials will be archived for historical purposes. Ratings may be disposed of in accordance with the wishes of the University Staff Senate.

Applications

The University Staff Senate Scholarship Committee will make application forms and other materials available for scholarship applications through the University Governance Office and the Student Work and Financial Assistance Office. Notification of availability will occur using various methods (e.g. e-mail, letters, posters or new releases). All of the scholarship applications will be returned to the University Governance Office and given to the Chair of the Ad Hoc Comm. The Governance Office will give (9) copies without identifying the applicants, (i.e. blinded

copies), to the Chair of the Staff Senate Scholarship Committee for all members of the Ad Hoc Comm.

Once the Ad Hoc Comm. has completed its evaluation of the applicants for the scholarship, the Ad Hoc Comm. Chair will notify the Staff Senate Scholarship Committee Chair of their decision and return all materials used in the process of decision making.. The Scholarship Committee Chair will notify the President of the University Staff Senate. The President will 1) notify the recipients of the awards and make arrangements for the awards to be presented at a University Staff Senate meeting, 2) inform the Office of Financial Aid and the Bursar as to the names of the awardee(s), and 3) direct the Scholarship Committee Chair or designee to prepare a press release for the University News Services.

CRITERIA AND REQUIREMENTS FOR THE APPLICANT

To be eligible for consideration for a University Staff Senate scholarship award, the applicant must meet the following criteria and requirements:

1. must be the son, daughter, grandchild, spouse, or civil union partner of a presently employed or retired Civil Service (excluding non-status) or Professional Staff (excluding appointments of less than 50% and term appointments of less than six months) employee at SIUe;
2. must meet admissions requirements for undergraduate study at SIUe;
3. applicants with fewer than twelve semester hours earned in college:
 - a. the applicant must have an ACT composite of 19 or above (unless exempt because of SIUe admissions standards).
 - b. the applicant must have at least a high school GPA of 2.5 on a scale of 4.0 = A.
4. applicants with twelve or more semester hours earned in college:
 - a. must have completed at least one term as a full-time college student.
 - b. must have at least a college GPA of 2.5 on a scale of 4.0 = A.
5. the applicant must make available high school and/or college transcripts and ACT composite scores, if applicable, for review by the Scholarship Selection Committee;
6. the applicant must file a financial assistance with the Office of Student Work and Financial Assistance;
7. applicants may apply more than once during their academic career, but the applicant may receive the award only once every two years.

The scholarship award will be applied to your university account for the Semester. This award will be reported to the Office of Student Financial Aid to be considered in evaluating your overall financial aid package. Should this amount combined with other awards or payments cause a credit balance on your account, a refund check will be mailed to you from the Bursar's Office.

Applications will be evaluated on the following criteria: Overall GPA or GRE or its equivalent, a typed essay written by you, co-curricular activities (e.g. clubs, sports, volunteerism, family responsibilities, etc.) honors and/or awards, work history and current letter of recommendation (within one year of application).

TO: UNIVERSITY STAFF

FROM: Norris Manning, Chair

Staff Senate Scholarship Committee

University Staff Senate SEMESTER Scholarship YEAR

Beginning MONTH day, year, the University Staff Senate will begin accepting applications for its Fall Scholarship. The deadline for receipt of the entire typed application packet will be **TIME. – MONTH day, year**

The University Staff Senate has established a fund to provide scholarship awards to qualifying SIUE students. To be eligible for consideration for a scholarship award, you must meet the following criteria:

You must be the son, daughter, grandchild, spouse, or civil union partner of a presently employed or retired Civil Service (excluding non-status) or Professional Staff employee (excluding appointments of less than 50% and term appointments of less than six months) of SIUE.

You must meet admissions requirements for undergraduate study at SIUe.

The scholarship award will be applied to your university account for the Semester. This award will be reported to the Office of Student Financial Aid to be considered in evaluating your overall financial aid package. Should this amount combined with other awards or payments cause a credit balance on your account, a refund check will be mailed to you from the Bursar's Office.

All application materials are required to be typed.

Please return your completed typed application to the University Governance Office, Box 1252, Rendleman Building, Room 0103, by **TIME – MONTH day, year**. **You are responsible for contacting the University Governance Office to ensure your application packet is complete.** You will be notified of the decision of the Scholarship Selection Committee. If you have any questions about the application process, please contact the University Governance Secretary, Vicki Kruse at 650-2770, Jesse Harris at 650-3780 or Norris Manning at 650-3840.

Best wishes for your continued academic progress.

Dear Scholarship Applicant:

The University Staff Senate has established a fund to provide scholarship awards to qualifying SIUe students. To be eligible for consideration for a scholarship award, you must meet the following criteria:

1. You must be the son, daughter, grandchild, spouse, or civil union partner of a presently employed or retired Civil Service (excluding non-status) or Professional Staff employee (excluding appointments of less than 50% and term appointments of less than six months) of SIUe.
2. You must meet admissions requirements for undergraduate study at SIUe and be admitted for full-time undergraduate study or half-time undergraduate study for summers only.
3. **Applicants with fewer than twelve semester hours earned in college:**
 - You must have an ACT composite of 19 or above (unless exempt because of SIUe's admission standards); you must have at least a high school GPA of 2.5 on a scale of 4.0=A.

Applicants with twelve or more semester hours earned in college:

- You must have completed at least one term as a full-time college student;
- You must have at least a college GPA of 2.5 on a scale of 4.0=A.

The scholarship award will be applied to your university account for the Semester. This award will be reported to the Office of Student Financial Aid to be considered in evaluating your overall financial aid package. Should this amount combined with other awards or payments cause a credit balance on your account, a refund check will be mailed to you from the Bursar's Office.

Your application will be evaluated on the following criteria: a **typed** essay written by you, overall high school GPA or its equivalent, co-curricular activities (e.g. clubs, sports, etc.), honors and/or awards, work history, volunteerism (community/family) and one **typed** letter of recommendation (dated within one year of application).

Incomplete and/or untyped applications will not be considered.

Please return your completed application to the University Governance Office, Box 1252, Rendleman Building, Room 0103, by **TIME –MONTH day, year**. You will be notified of the decision of the Scholarship Selection Committee. If you have any questions about the application process, please contact the University Governance Secretary at 650-2770 or University Staff Senate Scholarship Chairperson at 650-3840.

Best wishes for your continued academic progress.

STAFF SENATE SCHOLARSHIP
Southern Illinois University Edwardsville

USE THIS FORM **IF YOU HAVE COMPLETED FEWER THAN 12 SEMESTER HOURS** OF COLLEGE WORK.

ELIGIBILITY CRITERIA: To submit an application you must meet the following criteria:

- a. Be the son, daughter, grandchild, spouse, or civil union partner of a presently employed or retired Civil Service (excluding non-status) or Professional Staff (excluding appointments of less than 50% and term appointments) employee of SIUE.
- b. You must have an overall high school GPA of at least a 2.5 on a scale of 4.0 =A; and an ACT score of 19 or above;
- c. You must be fully admitted to SIUE for undergraduate study and be admitted for full-time undergraduate study or half-time undergraduate study for summers only.

Please complete the items below. You must submit all required materials in order to be a candidate for consideration.

As you type in the fields provided below, space will expand for your answers as needed.

Student ID # _____ Daytime phone # (____) _____ - _____

Address _____

City _____ State ____ Zip _____

Email _____ Overall high school or its equivalent GPA _____

SIUE Employee Name _____

Unit/Department _____

Employment Status (check one): Presently Employed Retired

Scholarship applicants will be judged on the following criteria: a **typed** essay written by you, overall high school GPA or its equivalent, co-curricular activities (e.g. clubs, sports, etc.), honors and/or awards, work history, volunteerism (community/family) and one **typed** letter of recommendation (dated within one year of application).

Applicants are required to submit: (1) a completed **typed** application, (2) high school transcript or its equivalents, (3) ACT test results AND one **typed** letter of recommendation (dated within one year of application).

Application Deadline:

TIME – MONTH day, year

Return to:

University Governance
Box 1252

Southern Illinois University
Edwardsville

Edwardsville, IL 62026

or

Room 0103, Rendleman Hall

Signature of applicant

Typed name of Applicant

date

As you type in the fields provided below, space will expand for your answers as needed.

Type an essay explaining why you believe you should receive a Staff Senate Scholarship Award. Please include your goals and/or area of study.

List co-curricular activities (e.g. clubs, sports, etc.). Indicate any offices held.

List honors and/or awards you have received.

Work History (paid or unpaid) # of hours ____ Dates _____

Volunteerism (community/family)

University Governance

MONTH day, year

TO: UNIVERSITY STAFF

FROM: Norris Manning, Chair

Staff Senate Scholarship Committee

University Staff Senate SEMESTER Scholarship YEAR

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You must be the son, daughter, grandchild, spouse, or civil union partner of a presently employed or retired Civil Service (excluding non-status) or Professional Staff employee (excluding appointments of less than 50% and term appointments of less than six months) of SIUe.

You must meet admissions requirements for undergraduate study at SIUe.

The scholarship award will be applied to your university account for the Semester. This award will be reported to the Office of Student Financial Aid to be considered in evaluating your overall financial aid package. Should this amount combined with other awards or payments cause a credit balance on your account, a refund check will be mailed to you from the Bursar's Office.

All application materials are required to be typed.

Please return your completed typed application to the University Governance Office, Box 1252, Rendleman Building, Room 0103, by TIME – MONTH day, year. **You are responsible for contacting the University Governance Office to ensure your application packet is complete.** You will be notified of the decision of the Scholarship Selection Committee. If you have any questions about the application process, please contact the University Governance Secretary, Vicki Kruse at 650-2770, Jesse Harris at 650-3780 or Norris Manning at 650-3840.

Best wishes for your continued academic progress.

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 - You must have an ACT composite of 19 or above (unless exempt because of SIUe's admission standards);
 - you must have at least a high school GPA of 2.5 on a scale of 4.0=A.

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- You must have completed at least one term as a full-time college student;
- You must have at least a college GPA of 2.5 on a scale of 4.0=A.

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Your application will be evaluated on the following criteria: a **typed** essay written by you, overall college GPA, co-curricular activities (e.g. clubs, sports, etc.), honors and/or awards, work history, volunteerism (community/family) and one **typed** letter of recommendation (dated within one year of application).

Incomplete and/or untyped applications will not be considered.

Please return your completed application to the University Governance Office, Box 1252, Rendleman Building, Room 0103, by **TIME – MONTH day, year**. You will be notified of the decision of the Scholarship Selection Committee. If you have any questions about the application process, please contact the University Governance Secretary at 650-2770 or University Staff Senate Scholarship Chairperson at 650-3840

Best wishes for your continued academic progress.

STAFF SENATE SCHOLARSHIP
Southern Illinois University at Edwardsville

USE THIS FORM **IF YOU HAVE COMPLETED 12 OR MORE SEMESTER HOURS** OF COLLEGE WORK

ELIGIBILITY CRITERIA: To submit an application you must meet the following criteria:

- a. Be the son, daughter, grandchild, spouse, or civil union partner of a presently employed or retired Civil Service (excluding non-status) or Professional Staff (excluding appointments of less than 50% and term appointments) employee of SIUE;
- b. You must meet admissions requirements for undergraduate study at SIUE and be admitted for full-time undergraduate study or half-time undergraduate study for summers only.
- c. You must have completed at least one term as a full-time college student;
- d. You must have at least a college GPA of 2.5 on a scale of 4.0=A.

Please complete the items below. You must submit all required materials in order to be a candidate for consideration.

As you type in the fields provided below, space will expand for your answers as needed.

Student ID # _____ Daytime phone # (____) _____ - _____

Address _____

City _____ State ____ Zip _____

Email _____ Overall College GPA _____

SIUE Employee Name _____

Unit/Department _____

Employment Status (check one): Presently Employed Retired

Scholarship applicants will be judged on the following criteria: a **typed** essay written by you, overall college GPA, co-curricular activities (e.g. clubs, sports, etc.), honors and/or awards, work history, volunteerism (community/family) and one **typed** letter of recommendation (dated within one year of application).

Applicants are required to submit: (1) a completed **typed** application, (2) college transcript AND one **typed** letter of recommendation (dated within one year of application).

Application Deadline:

TIME – MONTH day, year

Return to:

University Governance
Box 1252
Southern Illinois University
Edwardsville
Edwardsville, IL 62026
or
Room 0103, Rendleman Hall

Signature of applicant

Typed name of applicant

mmddyy

As you type in the fields provided below, space will expand for your answers as needed.

Type an essay explaining why you believe you should receive a Staff Senate Scholarship Award. Please include your goals and/or area of study.

List co-curricular activities (e.g. clubs, sports, etc.). Indicate any offices held.

List honors and/or awards you have received.

Work History (paid or unpaid) # of hours ____ Dates _____

Volunteerism (community/family)

ATTENTION: ALL LABOR UNION MEMBERS

The University Staff Senate has made available a scholarship from the Faculty for Collective Bargaining monies. The University Staff Senate handles the funds for the Faculty for Collective Bargaining Scholarship, which was established to provide scholarship awards to qualifying SIUE students. To be eligible for consideration for a scholarship award, you must meet the following criteria:

1. You must be an employee (the labor union member) or the son, daughter, grandchild, spouse, or civil union partner of a labor union member presently employed or retired Civil Service (excluding non-status), Professional Staff employee or Non-tenure track faculty member of SIUE.
2. You must meet admissions requirements for undergraduate study at SIUE and be admitted for full-time undergraduate study.

3. Applicants with fewer than twelve semester hours earned in college:

You must have an ACT composite of 19 or above (unless exempt because of SIUE'S admission standards);

You must have at least a high school GPA of 2.5 on a scale of 4.0=A.

Applications can be accessed at <http://www.siu.edu/ugov/staff/>

4. Applicants with twelve or more semester hours earned in college:

You must have completed at least one term as a full-time college student;

You must have at least a college GPA of 2.5 on a scale of 4.0=A.

Applications can be accessed at <http://www.siu.edu/ugov/staff/>

The scholarship award will be applied to your university account for the Spring Semester. This award will be reported to the Office of Student Financial Aid to be considered in evaluating your overall financial aid package. Should this amount combined with other awards or payments cause a credit balance on your account, a refund check will be mailed to you from the Bursar's Office

Your application will be evaluated on the following criteria: a typed essay written by you, overall GPA or its equivalent, co-curricular activities (e.g. clubs, sports, volunteerism, family responsibilities, etc.), honors and/or awards, work history, and current letter of recommendation addressed to USSS Committee (within one year of application).

Applicants are required to submit: (1) a completed application including the FCB UNION VERIFICATION FORM, (2) appropriate scores and/or transcript AND one typed letter of recommendation (dated within one year of application).

Incomplete and/or untyped applications will not be considered.

Please return your completed application to the University Governance Office, Box 1252, Rendleman Building, Room 0103, by TIME, **day of week, MONTH, day, year**. You will be notified of the decision of the Scholarship Selection Committee. If you have any questions about the application process, please contact the University Governance Secretary at 650-2770.

Best wishes for your continued academic progress.

Print Name of Applicant
FACULTY FOR COLLECTIVE BARGAINING SCHOLARSHIP
Southern Illinois University at Edwardsville

Use this form **if you have completed FEWER than 12 semester hours** of college work.

ELIGIBILITY CRITERIA: To submit an application you must meet the following criteria:

- a. You must be the son, daughter, grandchild, spouse, or civil union partner of a **represented** presently employed or **represented** retired Civil Service (excluding non-status), **represented** Professional Staff employee (excluding appointments of less than 50% and term appointments of less than six months), or **represented** Non-tenure track faculty member of SIUE;
- b. You must have an overall high school GPA of at least a 2.5 on a scale of 4.0 = A; and an ACT score of 19 or above;
- c. You must be fully admitted to SIUE for undergraduate study.

Please complete (**TYPE**) the items below. You must submit all required materials in order to be a candidate for consideration:

Student ID # Daytime phone #

Address

City State Zip

Email Overall high school or its equivalent GPA

Name of SIUE represented Employee

Unit/Department

Employment Status (check one) Presently Employed Retired

Your application will be evaluated on the following criteria: a **typed** essay written by you, overall GPA or its equivalent, co-curricular activities (e.g. clubs, sports, volunteerism, family responsibilities, etc.), honors and/or awards, work history, and letter of recommendation addressed to USSS Committee (within one year of application). Applicants are required to submit: (1) a completed application, this form, (2) high school transcript (3) ACT test results or their equivalents AND a (1) letter of recommendation.

Application Deadline: TIME, MONTH day, year

Return to:
University Governance
Box 1252
Southern Illinois University Edwardsville
Edwardsville, IL 62026
Or
Room 0103, Rendleman Hall

Signature of applicant
Type name: date:



University Staff Senate

FCB UNION VERIFICATION FORM

Applicant:

Date of Application:

Name of SIUE Represented Employee:

I, _____ hereby release my information concerning union dues payment to the University Governance Secretary of the University Staff Senate in reference to a request in the application on file for the Faculty for Collective Bargaining Scholarship.

_____ Date: _____

Signature of SIUE Represented Employee

As you type in the fields provided below, space will expand for your answers as needed.

In the space below, please **TYPE** an essay explaining why you believe you should receive a Faculty for Collective Bargaining Scholarship Award. Please include your goals and/or area of study. Use additional paper if necessary.

TYPE all co-curricular activities (e.g. clubs, sports, volunteerism, family responsibilities, etc). Indicate any offices held.

TYPE all honors and/or awards you have received.

TYPE Work History (paid or unpaid) _____ # of hours _____ dates _____

TYPE Volunteerism (community/family)

Print Name of Applicant
FACULTY FOR COLLECTIVE BARGAINING SCHOLARSHIP
Southern Illinois University at Edwardsville

Use this form **if you have completed 12 OR MORE semester hours** of college work.

ELIGIBILITY CRITERIA: To submit an application you must meet the following criteria:

- d. You must be the son, daughter, grandchild, spouse, or civil union partner of a **represented** presently employed or **represented** retired Civil Service (excluding non-status), **represented** Professional Staff employee (excluding appointments of less than 50% and term appointments of less than six months), or **represented** Non-tenure track faculty member of SIUE;
- e. You must be admitted for full-time undergraduate study;
- f. You must have completed at least one term as a full-time college student;
- g. You must have at least a college GPA of 2.5 on a scale of 4.0=A.

Please complete (**TYPE**) the items below. You must submit all required materials in order to be a candidate for consideration:

Student ID # Daytime phone #

Address

City State Zip

Email Overall high school or its equivalent GPA

Name of SIUE represented Employee

Unit/Department

Employment Status (check one) Presently Employed Retired

Your application will be evaluated on the following criteria: a **typed** essay written by you, overall GPA or its equivalent, co-curricular activities (e.g. clubs, sports, volunteerism, family responsibilities, etc.), honors and/or awards, work history, and letter of recommendation addressed to USSS Committee (within one year of application). Applicants are required to submit: (1) a completed application, this form, (2) college transcript AND a **(1)** letter of recommendation.

Application Deadline: TIME, MONTH day, year

Return to:
University Governance
Box 1252
Southern Illinois University Edwardsville
Edwardsville, IL 62026
Or
Room 0103, Rendleman Hall

Signature of applicant
Type name: date:



University Staff Senate

FCB UNION VERIFICATION FORM

Applicant:

Date of Application:

Name of SIUE Represented Employee:

I, _____ hereby release my information concerning union dues payment to the University Governance Secretary of the University Staff Senate in reference to a request in the application on file for the Faculty for Collective Bargaining Scholarship.

_____ Date: _____

Signature of SIUE Represented Employee

As you type in the fields provided below, space will expand for your answers as needed.

In the space below, please **TYPE** an essay explaining why you believe you should receive a Faculty for Collective Bargaining Scholarship Award. Please include your goals and/or area of study. Use additional paper if necessary.

TYPE all co-curricular activities (e.g. club(s), sports, volunteerism, family responsibilities, etc.). Indicate any offices held.

TYPE all honors and/or awards you have received.

TYPE Work History (paid or unpaid) _____ # of hours _____ dates _____

TYPE Volunteerism (community/family)

SAMPLE RATING FORM FOR ALL SCHOLARSHIPS

GPA _____

CANDIDATE # _____

STAFF SENATE SCHOLARSHIP RATING FORM

Applications will be evaluated on the basis of: a written essay, overall GPA or its equivalent, co-curricular activities, and current letter of recommendation (within one year of application). Each committee member will rate each application according to his/her personal judgment.

1. Written essay (weight – 8.0) per category = **(40 point max.)** _____

ITEMS TO CONSIDER:

- A. degree to which applicant has addressed the question
- B. spelling, grammar, punctuation, articulation
- C. style and content
- D. expression of background, self-confidence and personal abilities
- E. discussion of goals and/or area of study

2. Overall GPA or its equivalent (weight – 9.0) x _____ = **(36 point max.)** _____

GPA (4.0 = A)

3. Activities (weight – 6.0) x per category = **(24 point max.)** _____

ITEMS TO CONSIDER:

- A. co-curricular activities
- B. honors and/or awards
- C. work history
- D. volunteerism/family responsibilities

Maximum Total is 40+36+24=100

Total Points _____

Rank _____

Raters Name _____

Comments:

Date of Scholarship Selection Committee Decision _____

[SIUE Homepage](#)

URL: <http://www.siue.edu/UGOV/STAFF/>

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