

NEWH Scholarship | Education Discipline Call Agenda | February 23, 2016

In attendance:

(AM Call): Andrea Thomas, Rebecca Kundysek, Nicole Crawford-NEWH Inc., Dallas Bentley (ATL), Jennifer Wellman (ATL), Megan Shaughnessy Fitzpatrick (ACPhilly), Colletta Conner (Dallas), Ron McDaniel (Dallas), Elissa Murry (Dallas), Karen Licea (Vegas), Amanda Tomlinson (NY), Denise Corso (N.West), Sonya Miles (OC), Shirley Jenkins (UK), Deb Calkins (San Fran), Leslie Wynne (Dallas), Karen Ma (LA), Karen Rains (N.West), Jennifer Delmas (S. FL)

(PM Call): Andrea Thomas, Rebecca Kundysek, Nicole Crawford-NEWH Inc., Kristin Wolfe (AZ), Sara Kaiser (Houston), Kathryn Hill (San Fran), Carol Ranno (DC Metro), Anna Sveinbjornsdottir (South Carolina Regional), Kelly Bowen (Atlanta), Katie Popp (Chicago)

Establishing Award Amounts:

- Award a minimum of \$2,500 (*it's not about the number of scholarships awarded, seek truly qualified students with financial need that have met all scholarship criteria*)
- State on your letter application amounts and number of scholarships to be awarded (*this helps students to plan for other scholarship opportunities*)
- Award scholarships with amounts that are worth the students time to apply
- Establish amounts during your annual strategic planning meeting
- Awarding less to your culinary/tech college students is ok; know what the tuition requirements are and keep in mind that private culinary colleges have a higher tuition rate
- New York: Students aren't going to put forth the effort to apply if there is not a worthy incentive for them; the process gets to be very intense especially if you don't know how much you might receive. It helps to be clear about amounts.
- Atlanta: Typically awards \$750-\$1,000 to culinary students
- Dallas: Holds thorough application process with interviews, general minimum is \$1,000
- Be careful- don't award to everyone; award according to established scholarship criteria to truly worthy students
- It's ok to ask the student what they really need and confirm their current debt with the college
- It's good to keep a reserve on your scholarship funds and not award the entire amount that is available every year
- Chicago Chapter on board with awarding minimum amounts; other chapters have noted they already award \$2,500 or more typically

Mandatory steps for Scholarship Director:

- Within 30-days of scholarship deadline date notify your applicants & disperse:
 1. letters to winners (*template available you can email or mail*)
 2. letters to non-winners (*template available you can email or mail*)
- Within 30-days of selecting your recipients complete *Scholarship Check & Report Form*:
- NEWH will enter your students in the database & mail you award certificates prior to your event
- Complete Scholarship Check & Report form; send copy to NEWH, Inc.
- When completing, call each school verify correct contact/ mailing details of where the check needs to be sent to
Do not ask students for details of where their check should go, in most cases checks should go to: Financial Aid, Bursar's Dept' or Distribution Dept'
- Call each school, verify who the check should be payable to and to what department it should be mailed to (let them know it's an outside scholarship); obtain these details when you update your school list

Student Checks:

- Complete *Letter to Accompany Check to School* (*template letter that should be mailed with scholarship check to the students college*)
- Send above letters & copy of *Scholarship Check & Report Form* to your Treasurer

Student Checks (continued):

- Treasurer will mail letter + check to students college
- Connect with your treasurer-ensure checks have been dispersed and cashed
If your chapter does not have a Treasurer Julie Buntrock at NEWH, Inc. is your "Treasurer"
- All documents are templates and available via NEWH website, log in, go to Resources (at bottom of page), NEWH Board Resources, Scholarship & Education
- Graduated students; checks need to arrive at their college prior to their graduation (if the student doesn't have the funds through their college when their check has been received their funds will be returned to the chapter-makes for a messy situation)
- If you receive returned scholarship funds or unused funds, please notify NEWH, Inc. to help sift through the process with the student/college/chapter
- Prior to awarding verify with the student their debt amount and let them know when the check will be mailed to their college and payable to the college
- Look at what timeline works best for the students in your chapter when releasing the scholarship
- Keep up a good timeline with the scholarship process, don't fall behind on the process – ask for help

Student Representatives:

- Enlist a student rep' for the major colleges in your territory and have them:
 1. Disperse scholarship applications/flyers
 2. Help at events or with social media promotion
 3. Talk to and disperse scholarship details local student groups/councils, IIDA or ASID groups, etc.
- Las Vegas has (2) student reps with UNLV
- Northwest: It helps to have a student rep' for each school in your territory. Reps do regular presentations to design students
- Atlanta: Student rep' helps with school outreach and portfolio reviews
- Dallas: IDSA student association (ASID, IIDA + NEWH students) work with their contact and hold presentations and information visits, more student turnout at events due to interaction with the student association
- Ask students to assist with social media promotion of the scholarship + events

2017 NEWH Leadership Conference:

- February 9-11, 2017 at the Marriott City Center in Denver, CO
- Plan now, budget now
- Chapters may use scholarship or admin' funds to send students/scholarship recipients and pay for their airfare/hotel/conference pass

Thursday Product Showcase Pass:

Students/Educators—Free

Friday & Saturday 2-Day Conference Pass + Scholarship Luncheon:

Student: \$50.00

Additional Events

Owners' Roundtable: \$25.00

Tour: \$25.00

Concierge Events: \$25.00

Saturday Closing Event

NEWH Member: \$80.00

Non-Member: \$95.00

**Early bird prices ends December 1, 2016, after that date there will be a 20% increase in all ticket prices. After January 9, there will be a 30% increase to the original pricing. If paying by check, payment must be received by January 9, 2017 deadline.*

2017 NEWH Leadership Conference:

- Scholarship event is part of the Leadership package (not a separate event) it will be a luncheon in the middle of the conference, working on details, ideas were collected at the January IBOD meeting
- Most chapters will be sending at least 2 scholarship recipients and/or students
- North Central Chapter awarded their top scholarship along with a paid trip to Leadership conference

Chapter Reports-We want to hear from you!

- What's working? What can we assist you with? What are your struggles? How do you engage students?
- Relay your report/information to your delegate to add to the board report (let us know what you're doing, what's working, what do you need help with, etc.)

Wrap-up:

- What do you want to discuss on the next call? Send us your ideas
- Students can apply for NEWH, Inc. + Chapter level scholarships

2016 Call Schedule:

February 23

June 21

September 21

Choose your time: 11am EST OR 7pm EST

Call into: 866.740.1260, enter code 5265267

Scholarship Questions? – contact us anytime!

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