

NEWH Scholarship/Education Discipline Call Meeting Minutes 2.24.15

In attendance: Andrea Thomas, NEWH VP Education, Susan Burnside, NEWH Scholarship Chair, Nicole Crawford, NEWH, Inc. Scholarship + Sustainability Manager

AM Call: *Karen Licea (Vegas), Tara Headley (Atlanta Student Liaison), Ron McDaniel (Dallas VP/Admin), Roger Mathis (Dallas), Nicole Marengo (Atlantic City) Philadelphia, Lora Spran (Sunshine President), William Stuart (VP/Admin' NY), Morgan Brodey (NY), Parisa Sayani (San Fran), Jennifer Kurtz (Vancouver Regional), Joelle DiBlasi (VP/Admin' South Florida), Deb Calkin (VP/Admin' San Francisco)*

PM Call: *Ellen Armer (VP/Admin' Rocky Mt.), Josh Altenbach (Sunshine), Teddi Powers (VP/Admin' Sunshine), Toby Artman (Houston), Grace O'Brien (Northwest), Stephen Robinson (Toronto)*

Next Call: May 27th at 11am or 7pm EST; 866.740.1260 enter code 5265267

Scholarship Criteria Overview:

- Must have completed half of the credits for their degree: include/consider credits the student is currently working on
- Certification programs are normally culinary, not vocational programs for Interior Design (certificate program must be accredited)
- Interior Design/Architecture would fall under a bachelor's degree (not Vocational or certificate program)
- Having a bachelor's degree qualifies the student; bachelor's degree must be within the hospitality related field
- Students must show their financial need on the application (tuition, books or supplies) debt must be current and student must be currently enrolled.
- Make sure students that are graduating (especially in Spring) can apply funds prior to their graduation date
- Scholarship funds are awarded to the college only; students cannot be reimbursed (see page 3 of scholarship application)
- Cumulative GPA must be 3.0 or higher
- Students must be working towards a degree in hospitality or senior living
- Chapters do receive applications for other majors but student must be pursuing a degree in hospitality

Scholarship Process Overview:

- Director determines scholarship application release and return date
- Take into consideration holidays, school breaks, exams, etc.
- Typically chapters release scholarships in the spring or the fall; give students 6-weeks to apply
- NEWH, Inc. emails you your school list & student contacts
- Director updates school list annually (instructions for updating included)
- Utilize search sites: CHEA, USDE, view college homepage/accreditation when updating school list
- Send email to all contacts asking them to update college contacts (see attached template)
- Scholarship Director returns updated school list to NEWH, Inc., Director will be given scholarship letter/flyer/application to proof
- NEWH, Inc. emails your scholarship packets to: scholarship director, college contacts and student contacts & mails packets to colleges which include: application, flyer, letter, brochure and NEWH Facts card.
- NEWH posts details on various online sites, NEWH Scholarships for Hospitality Facebook page
- Scholarship Directors: Ask to be an admin' on your Chapter Facebook page, post scholarship info
- Submit event photos/scholarship recipient details to the NEWH Magazine
- Utilize your Chapter webpage (send items to Diane at NEWH, Inc. to upload diane.federwitz@newh.org) go to your chapter homepage/scholarship.
- Facebook "like" college pages, post your scholarship details/flyer on their social media sites, use Twitter, LinkedIn
- Utilize student groups: student councils, local IIDA or ASID student groups
- There is an educator/student/scholarship powerpoint available for school visits
- If possible, have a student day, or event at local colleges
- Stress the mission on NEWH: scholarship and education
- Emphasize to students/colleges chapter scholarships are only open to students/colleges in your chapter territory (see attachment)
- Encourage students to apply for NEWH, Inc. scholarships; students can be awarded both chapter and NEWH, Inc. scholarships; students do not need to be a member to apply or receive scholarships. (see attachment)

Scholarship Process Overview (continued):

- Work with your Programming Director, develop scholarship awards event; give the students and opportunity to talk, introduce them to your membership, give them as much support and opportunity available, stress the mission of scholarship at your event.
- Determine scholarship winners; Directors complete mandatory: Scholarship Check and Report Form & submit to Inc. in timely manner. This form must also be submitted to your Chapter Treasurer with template: Letter to Accompany Check to School (when completing this form be sure to ask the student and include the semester they'd like their funds applied to)
- Directors must call each college to verify the correct mailing address, attention to, etc. when completing the mandatory Scholarship Check and Report Form
- NEWH, Inc. will then send you your student award certificates for your event
- Scholarship Directors must email or mail each applicant, there are winner and non-winner template letters available

Connecting with past recipients:

- Connect with past scholarship recipients using LinkedIn, involved them in your events, reach out to them
- Ask Inc. for a list of your past recipients, invite them to your events, ask them to serve on the board, check to see if they've renewed their membership

Resources:

- Utilize the NEWH website, log in, go to Board of Director Resources (bottom), click on Scholarship (all template forms, instructions are available or you can request from NEWH, Inc.)
- School visits, lunch and learn programs and one-on-one conversations will engage your college professors and students
- Have a programming event at your local college
- Portfolio review/mock-interviews/speed mentoring, wine and cheese night with professors, great event templates are available use these to encourage student involvement in NEWH
- Student liaisons: utilize your past scholarship recipients for this position
- Students and full-time educators can join NEWH for free
- Contact Nicole Crawford at NEWH, Inc: nicole.crawford@newh.org 800.593.6394-she is here to help you. You will receive updates/instructions as you move along in the process.
- Does your chapter have a DropBox account to store/share documents? Contact NEWH, Inc. if one is needed
- Contact other Directors, read the IBOD Board packet