

School Chair Responsibilities

1. Chairs or in their absence the Deputy Chairs attend all Scholarship Standards Committee meetings either in-person or online (Zoom).
 - a. Keep Deputy Chairs apprised of committee's activities, issues under consideration and decisions.
2. Preparations for applicant interviews and rollup activities are performed from mid-January through mid-March. Chairs are expected to be generally available and present during this period.
 - a. Attend the RSF interview training scheduled for 1/20/25.
3. Identify school contacts (principal & counselor) with phone number and email. Enter them into the contact document by mid-September.
4. Meet with the principal and counselor of their school by mid-October and provide them either electronically or with hard copies of the following:
 - a. RSF Information Packet for School/Financial Aid Counselors
 - b. High school or community college flier
 - c. Other optional promotional materials such as newsletter, awards brochure etc.
 - d. When it becomes available, the final list of 24/25 Add-on Scholarships including a description and information on how to apply. Note that there will be a different list for high schools and community colleges.
5. Write an interview column for Rossmoor News based on the schedule provided by Wayne Wiegand.
6. Become familiar with the evaluation forms, Kaleidoscope application and interview questions.
7. Inform the school counselor of the status of those applicants applying for a scholarship **approximately 4 times** during the application period and before the closing deadline.
 - a. Monitor the status of applicants' letters of recommendation (LOR), FAFSA/SAI and transcript.

8. Setup an applicant interview schedule with the school counselor.
9. Applicant interview process:
 - a. Prepare each applicant's evaluation form with the student's name, scoring for SAI and scoring for (weighted for high school) GPA and provide copies for each interview team member.
 - b. Coordinate with interview team members to establish the team's interview approach. Verify that the applicant evaluation criteria are well understood and will be consistently applied.
 - c. During the interview, confirm that the student's name is spelled correctly. If not, update the rollup spreadsheet.
 - d. Consolidate each applicant's evaluation scores, resolve any differences within the team and reach a team consensus to determine an applicant's final score.
 - e. Report to a Scholarship Standards Co-chair those candidates that are possible recipients of Rotary, Key Club or leadership awards.
10. Promptly enter in the rollup each applicant's score before the **deadline of 3/10/25.**