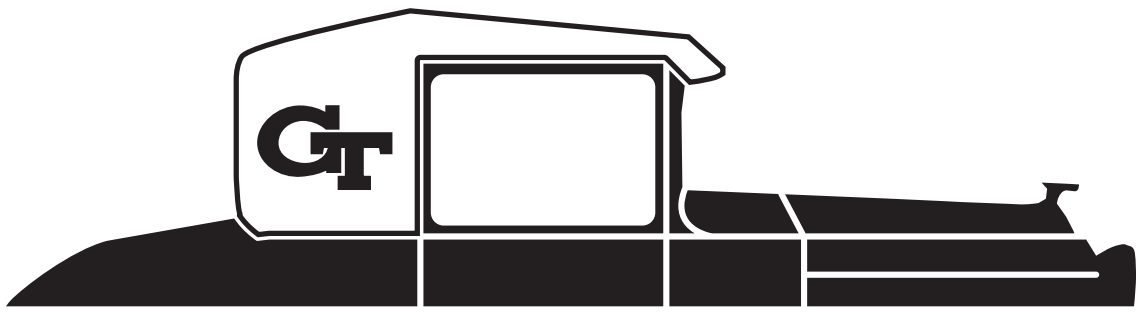


**2009-2010**  
**Georgia Tech Alumni Association**  
**Scholarship Program**



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**Georgia Tech Alumni**

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A S S O C I A T I O N <sup>®</sup>

Dear Scholarship Committee,

Thank you for being a part of the Georgia Tech Alumni Association Scholarship Program. Your efforts this year will provide hundreds of thousands of dollars in Financial Aid to deserving students from all across the country.

The Scholarship Program is a voluntary program designed to recruit prospective students for Georgia Tech. The Georgia Tech Alumni Association and the Office of Student Scholarships and Financial Aid jointly support this program and its alumni volunteers.

As an official chartered Georgia Tech Club, you are eligible to participate in the program and to receive *matching funds* from the Alumni Association. Your role as a scholarship committee, is to:

- 1. Raise funds for your club's scholarship**
- 2. Market the scholarship to Georgia Tech applicants**
- 3. Review scholarship applications**
- 4. Carefully select the recipient(s) of your scholarship**

This handbook provides information and details about the scholarship program and can be found online at [www.gtalumni.org/scholarships](http://www.gtalumni.org/scholarships). Please take time to review and keep it handy for future reference. We hope the handbook will:

- Familiarize you with the goals of the Alumni Association Scholarship Program
- Provide a resource to help you raise funds and organize your committee
- Help you follow the timeline and meet deadlines accordingly

We hope you will find your volunteer activities with the program fun and rewarding. We realize that this activity takes a great deal of time and consideration, and we thank you for your dedication to the future of Georgia Tech!

Most sincerely,

Mora Hanlon Hostetter  
Senior Manager, Campus Relations  
Georgia Tech Alumni Association

404.894.0749 phone  
404.894.5113 fax  
Mora.Hostetter@alumni.gatech.edu

# Scholarship Program Goals

The goals of the Georgia Tech Alumni Association Scholarship Program are as follows:

- To encourage accepted students who are academically strong and leaders in the community to enroll at Georgia Tech.
- To provide financial support for incoming students through scholarships.
- To award the scholarships in a timely manner, before April 1, so that the scholarship will appear on the student's Georgia Tech Financial Aid Statement, providing an additional reason to choose to attend Tech.

## Scholarship Committee Roles & Responsibilities

All clubs participating in the scholarship program must assemble a committee of **three or more** alumni club members.

Responsibilities of the Scholarship Committee Members include:

- Assist with fundraising for the scholarship
- Answer questions about the process for students and/or parents
- Read and evaluate the applications
- Conduct interviews with the finalists
- Make the final selection
- Correspond with applicants to let them know the final decision

We realize that this is a very busy time of year for our volunteers. We thank you for the hard work you will put into this program and we urge you to ***prepare in advance!*** Here are some steps you can take to make your program successful:

- Set the dates for your scholarship committee meetings well in advance, so all members can attend.
- Divide responsibilities (application review, fundraising, interview scheduling, etc) among committee members to lighten the load.

# Expendable Scholarship Accounts

Upon participating in the Scholarship Program, your club will establish an expendable account with the Georgia Tech Foundation. Donations to the scholarship, made by individuals or by your club, will go directly to this account.

Gifts to the scholarship account are tax deductible and are considered a gift to Georgia Tech. All checks should be made payable to the Georgia Tech Foundation. Please write the name of the club scholarship on the memo line of the check.

## **Send donations to:**

**Mora Hostetter, GT Alumni Association, 190 North Ave. NW, Atlanta, GA 30313.**

# Endowed Scholarship Accounts

An endowment is a different type of scholarship account. A principal amount is deposited in the account, which is then invested and begins earning interest. Scholarships are awarded from the amount of interest earned each year.

Establishing an endowed scholarship will enable your club to provide for local students in perpetuity. The minimum amount to establish an endowment fund is \$25,000 in gifts or signed pledge statements. A \$25,000 endowment fund will yield approximately \$1,000 in scholarships each year (4% return).

Upon reaching \$25,000 to start your endowment, the Georgia Tech Foundation will ask you to complete an *endowment agreement*. This agreement will set forth the parameters of awarding the scholarship. Awards may be made for the academic year after the year in which the endowment is established.

Contributions are tax-deductible and can be made at any time. We encourage clubs to continue to grow the endowment with contributions beyond the initial \$25,000.

For more information on establishing an endowment, please contact the Alumni Association.

## **Scholarship Awards from Endowed Accounts:**

Once your endowment account is established, you will receive a *disbursement* for the purpose of awarding scholarships each year. You will be notified of the amount of your annual disbursement in February, prior to selecting your scholarship recipient(s) for the year. It is estimated that the disbursement will be approximately 4% of the value of the endowment. For example: a \$25,000 endowment yields approximately \$1000 disbursement each year.

The Georgia Tech Foundation requests that all clubs with endowment accounts award the *full amount* of the scholarship disbursement each year. Carrying-over funds to the following fiscal year is strongly discouraged. The cost of education continues to rise, and many families are struggling to make ends meet. Now is the time to award as much as possible!

# Fundraising

*Now, more than ever, your scholarship can make a difference in the life of a student. Providing scholarships is a great way for your club to support the local community and Georgia Tech.*

## Fundraising Letters, Emails, and Personal Solicitation

Sending fundraising letters or emails, or personally asking club members to contribute to the scholarship fund are popular and effective ways of raising money for your scholarship.

### Please note:

- Checks should be made payable to the Georgia Tech Foundation with the name of the scholarship on the memo line.
- Gifts to the scholarship fund are tax deductible, provided that no goods or services are received in return. Donors will receive a receipt from the Georgia Tech Foundation.
- Gifts to the scholarship fund are not considered for Roll Call credit.

### Ideas:

- Highlight the accomplishments of a past scholarship winner in your club newsletter.
- Issue a “challenge”, with one or more club members giving a matching gift if a certain amount is raised by the rest of the club.

## Fundraising Events

Fundraising events are a fun and exciting way to raise awareness and involve many people in raising money for the scholarship.

### Please note:

- Fees paid for participation in events or for items purchased are not considered charitable donations and are not tax deductible.
- Participants will not receive gift credit.
- Checks for participation or items sold should be made payable to the club bank account. The club should then forward payment in one lump sum, made payable to the Georgia Tech Foundation.

### Ideas:

- Hold a Wine Tasting, Golf Tournament or other event with proceeds benefitting the scholarship fund.
- Hold a silent or live auction at a club event. Ask for Georgia Tech memorabilia or other items from local vendors to be donated.
- Create a Georgia Tech logo shirt for your club, with proceeds from sales going to the scholarship fund.
- Auction a gift basket of club give-aways at a club meeting or event.

# Matching Funds

In addition to the club contribution, each club is eligible to receive matching funds from the Alumni Association, provided that the club meets all scholarship deadlines. Matching funds are made possible through several endowed funds of the Georgia Tech Foundation. The purpose of these funds is to provide an additional incentive for top students to enroll at Georgia Tech. Therefore, the funds are available only to incoming freshmen.

The total amount of matching funds available to your club will be listed on your January account statement. This amount can be divided among multiple winners, or awarded to one student.

## Marketing Your Scholarship

### Your Club's Role

Marketing your scholarship is a good way to find qualified applicants! This way, many students will know about the scholarship prior to receiving the application in January. Here are a few ways you can get the word out:

- Contact Guidance Counselors at local high schools. Let them know that your club offers a scholarship for students accepted to Georgia Tech. Provide a copy of the scholarship application, deadlines, and contact information for the Scholarship Chair and Alumni Association. You can also create a flyer for counselors to post at the school.
- Post information about your scholarship on your club website. Provide the deadlines and contact information for the Scholarship Chair and Alumni Association. Visit our website for on-line information: [www.gtalumni.org/scholarships](http://www.gtalumni.org/scholarships).
- Be sure all Alumni in your area know about the scholarship. Make announcements at club meetings and provide information in your club newsletter. This will not only help get the word out to interested students, but also help with fundraising!

### The Alumni Association's Role

In addition to your efforts to market your scholarship, the Alumni Association will also do its part to get the word out in your local area.

On January 22, 2010, the Alumni Association will send an email to all Georgia Tech applicants in your local area to let them know that your club will be offering a scholarship. The email will provide deadlines, contact information for the local scholarship chair, and a link to the scholarship application on the Alumni Association website. Students will be asked to submit their applications directly to the Alumni Association by mail or email no later than February 19, 2010.

**Please note:** This process is different from years past. Rather than sending your club a list of all Georgia Tech applicants from your local area, the Alumni Association will contact the applicants directly.

# Selection Process

On or before February 26, 2010 your Club Scholarship Chair will receive a packet from the Alumni Association containing all the scholarship applications that have been submitted by students in your local area. The Scholarship Committee, comprised of at least three club members, should set a time to evaluate the scholarship applications, and select top candidates. The committee should then contact the top candidates to be interviewed in person or over the phone, conduct the interviews, and select the scholarship recipient(s) based on the interviews.

Please select your scholarship recipients and alternates and submit their names to the Alumni Association by March 26, 2010 using the on-line form at [www.gtalumni.org/scholarships](http://www.gtalumni.org/scholarships).

## Selection Criteria

It is up to your committee to determine the criteria that are most important to your club. Below are a few suggestions for you to consider:

- **Scholarship** - Review the student's grades in his/her high school courses. Examine the rigor of curriculum. Is the student taking Advanced Placement or Honors courses?
- **Involvement** - Is the student involved in activities outside of class - sports, arts, after-school job? Has the student shown dedication to those activities, remaining involved throughout his/her high school career? Will he/she be an active member of the Georgia Tech community?
- **Leadership** - Has the student exhibited leadership in school or extra-curricular activities?
- **Desire to attend Tech** - Has the student exhibited a particular interest in Georgia Tech? A personal interview is the best way to determine this factor. We strongly encourage you to meet your top candidates in person or conduct a phone interview.

## Financial Aid Consideration

Alumni Association Scholarships are considered merit-based scholarships. This means students are selected based on their academic and leadership qualifications.

If your club wishes to consider financial need as a part of the selection criteria, please notify Mora Hostetter at the Alumni Association and we will assist you in this process.

## NCAA Guidelines

If a student is a member of an NCAA athletic team (either recruited or walk-on) and the club would like to award a scholarship to the student, please notify Mora Hostetter at the Alumni Association as soon as possible. If the NCAA financial aid limits have not been met, the club may award the scholarship to the student-athlete, but we must first receive approval from the Athletic Association compliance office. This is very important! If this procedure is not followed, the student-athlete's eligibility

# Selection Process

(continued)

## Ethical Considerations

The Georgia Institute of Technology, The Office of Undergraduate Admissions, and the Office of Student Scholarships and Financial Aid operate under very strict, ethical guidelines. The Alumni Association and the individual Alumni Clubs are expected to operate under these same guidelines. Ethical Considerations include, but are not limited to:

- Club Members who have a family member, close personal relation, or any other potential conflict of interest involving a scholarship applicant, should remove themselves from the selection process entirely.
- All information about prospective students is personal and confidential. It should be used only for the purpose of awarding scholarships. Please do not release information about the students to anyone outside the scholarship committee.
- Applicants must be evaluated based on scholarship and leadership. Clubs must allow all students in the area the opportunity to apply for the scholarship. Discrimination based on ethnicity, religion, gender, family relation or any other factor is prohibited.
- Please remember that you are acting as an official representative of Georgia Tech in all your interactions with prospective students.

## Awarding Scholarships

Clubs may award scholarships to as many students as they wish. The minimum scholarship contribution is \$500 per student. However, we encourage your club to make the most substantial award possible. The estimated cost of attendance at Georgia Tech is now \$17,120 for Georgia residents and \$37,600 for Non-Georgia residents. Please consider awarding a scholarship that will make an impact on the student's total cost of attendance.

To notify the Alumni Association of your scholarship recipients, fill out the Scholarship Winner Form at [www.gtalumni.org/scholarships](http://www.gtalumni.org/scholarships) by March 26, 2010. Please name alternate recipients and list them in order on your form. In the event that your initial scholarship recipient does not attend Georgia Tech, we will award the scholarship to an alternate.

The funds will be transferred from your expendable or endowed club scholarship account directly to the student's bursar's account at Georgia Tech. No check will change hands. Scholarships are awarded in two installments over the course of the school year - 50% at the beginning of the fall semester in August, and 50% at the beginning of the spring semester in January.

## Scholarship Awards from Endowed Accounts:

The Georgia Tech Foundation requests that all clubs with endowment accounts award the *full amount* of the scholarship disbursement each year. Carrying-over funds to the following fiscal year is strongly discouraged.

If you do not plan to use the full amount of your disbursement, please make a request to the Alumni Association in writing to have the remaining amount returned to the corpus of the endowment prior to June 30, 2010.

# **2009-10 Scholarship Program Timeline**

*Because recruitment of top students is one of our goals, timing of the scholarship is very important. Scholarship decisions must be made according to this timeline, so that the award will be included in the student's Financial Aid Package, mailed April 1, 2010.*

## **Fall 2009**

Market and raise funds for your scholarship.

## **January 8, 2010**

Clubs will receive scholarship account balance update and available matching funds from the Alumni Association.

## **January 19, 2010**

Deadline for clubs to submit completed Participation Form at [www.gtalumni.org/scholarships](http://www.gtalumni.org/scholarships). ***This form must be submitted on-time in order to receive matching funds.***

## **January - February 2010**

Scholarship Committee should contact local schools to publicize the scholarship and notify students and counselors of the due date.

## **January 29, 2010**

The Alumni Association will contact all Georgia Tech applicants in participating club areas via email to notify them about the scholarships and provide a link to the application form, which will be posted on the Alumni Association website. See the sample application on page 10.

## **February 19, 2010**

Due date for students to return scholarship applications to the Alumni Association by mail or email.

Applications will be divided by club area and forwarded to each Scholarship Chair.

## **February 26, 2010**

The Alumni Association will forward all applications for the area to the local club.

*\*It is important to note that some students who submit applications for your scholarship have not yet received an admission decision from Georgia Tech (accepted, denied, wait-list, etc). All applicants will receive an admission decision by mid-March. During this time, if any of your scholarship applicants are denied admission or offered the waiting list, you will be notified by the Alumni Association prior to selecting your scholarship recipient.\**

## **February 26 - March 25, 2010**

Club Scholarship committees meet during this time to review applications, interview top candidates, and select recipients.

# 2009-10 Scholarship Program Timeline

(continued)

## **March 26, 2010**

Turn in names of scholarship winners and any alternates by filling out the Scholarship Winner Form at [www.gtalumni.org/scholarships](http://www.gtalumni.org/scholarships).

Please include GTID numbers and the amount to award to each student. Please rank alternates in order.

Please wait for confirmation from the Alumni Association before notifying your recipient.

***This form must be submitted on-time in order to receive matching funds.***

## **April 1, 2010**

Financial Aid statements will be mailed to all incoming students on this date.

Alumni Association scholarship awards will be listed on the statement, along with other grants or scholarships awarded by Georgia Tech.

## **April 5 - 9, 2010**

After receiving approval from the Alumni Association, clubs should notify the winners that they have been selected as a Club Scholarship Recipient. Congratulate the students on being selected (see sample letter on page 11).

Remind students that the deadline for deposits is May 1 and answer any questions they may have about Georgia Tech.

## **May 1, 2010**

Deadline for accepted students to pay enrollment and housing deposits.

## **Mid-May, 2010**

The Alumni Association will notify clubs which scholarship recipients will be attending Georgia Tech in the fall and if any alternates are to be awarded.

## **Late May 2010**

The Alumni Association will send scholarship certificates to be presented to students at club meetings or summer send-off picnics.

## **June 15, 2010**

Club will receive a scholarship invoice from the Alumni Association if there is a remaining amount due to cover the cost of the scholarship(s) awarded for the coming year.

## **August 1, 2010**

Deadline for clubs to send remaining scholarship monies to the Alumni Association.

All checks should be made payable to the "Georgia Tech Foundation, Inc." and mailed to:

Attn: Mora Hostetter  
GT Alumni Association  
190 North Avenue, Atlanta, GA 30313

## **August, 2010**

Welcome the new freshmen to Georgia Tech!

# 2009-10 Scholarship Application

*This application will be distributed by the Alumni Association to all GT applicants in late January 2010. Applications will be returned to the Alumni Association and distributed to the appropriate club.*

GEORGIA TECH ALUMNI ASSOCIATION  
2010 CLUB SCHOLARSHIP APPLICATION

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

gtID#: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
\_\_\_\_\_

Parent(s) Name: \_\_\_\_\_

Parent(s) Phone Number: (H) \_\_\_\_\_ (W) \_\_\_\_\_

High School: \_\_\_\_\_

Counselor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Have you applied to Georgia Tech? \_\_\_\_\_ Have you been notified of acceptance to Georgia Tech? \_\_\_\_\_

Planned Starting Date at Georgia Tech (semester, year) if accepted: \_\_\_\_\_

Class Rank: \_\_\_\_\_ Grade Point Average: \_\_\_\_\_

SAT Scores: Math \_\_\_\_\_ Verbal \_\_\_\_\_ Total \_\_\_\_\_

ACT Scores: Math \_\_\_\_\_ Verbal \_\_\_\_\_ Total \_\_\_\_\_

Have you applied for any form of financial aid or scholarships? \_\_\_\_\_

If so, have you been awarded any? \_\_\_\_\_

What type and amount? \_\_\_\_\_

Have you received any athletic scholarship or do you plan to walk-on in any NCAA sport? \_\_\_\_\_

If so, list sport. \_\_\_\_\_

Do you have any relatives that attended Georgia Tech? Name \_\_\_\_\_ Class Year/Major \_\_\_\_\_

Relation \_\_\_\_\_

Extracurricular activities (please attach additional page; include work history)

What do you think you will contribute to Georgia Tech once you arrive? (attach one page essay)

I, \_\_\_\_\_, submit this application to the Georgia Tech Club of \_\_\_\_\_ in order to obtain financial assistance. I authorize said Club to contact my high school, counselor, and/or Georgia Tech to obtain additional information as necessary.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Please return to: Georgia Tech Alumni Association, Attn. Scholarships, 190 North Ave. NW, Atlanta, GA 30313**

This form is for information purposes only. A personal interview may follow. It is suggested that the application be printed clearly or typed. Receipt or completion of this application does not imply admission to Georgia Tech. All applicants will be notified of their admission decision by the Office of Undergraduate Admission. In order to receive the scholarship, you must be accepted to the Georgia Tech Atlanta campus for the 2010-11 school year.

# **Sample Letter To Scholarship Winners**

*Please call or send a letter of congratulations to your scholarship winner during the week of April 5, 2010, after receiving approval from the Alumni Association.*

Dear (Name),

Congratulations! You have been chosen as the recipient of the 2010 (Name of Club) Georgia Tech Club Scholarship! Your academic and leadership credentials are excellent and we believe you will be a wonderful asset to the Georgia Tech community.

If you choose to enroll at Georgia Tech, you will receive a one-year scholarship in the amount of \$XXX.00, which can be used toward tuition, room and board, or any other school expenses. The amount will be awarded to you over two semesters and will be credited directly to your Bursar's account at Georgia Tech.

Please remember that your enrollment deposit for Georgia Tech is due by May 1. If you have any questions about the (Name of Club) Club Scholarship or about Georgia Tech in general, please do not hesitate to contact us. We hope you will choose to enroll at Georgia Tech, as it will offer you outstanding opportunities during your college career and beyond.

We wish you the very best in all your future endeavors.

Kind Regards,

George P. Burdell  
Scholarship Chair  
Atlanta Alumni Club  
georgepburdell@gatech.edu  
100 Georgia Tech Drive  
Atlanta, GA 30338

## **Suggestions:**

- 1) In addition to the letter, you may want to contact the winner by phone. This will add a "personal touch" to your award and offer the opportunity for you to answer any questions. We want to do all we can to make the student feel welcome, encourage them to enroll at Tech, and accept the scholarship.
- 2) Make sure the student knows that monies will be deposited directly into their Bursar's account and will be awarded in two installments: Fall Semester in August 2010 and Spring Semester in January 2011. No check will change hands.
- 3) Make sure students are aware that this scholarship is for one year only, unless your club plans to support them again in future years. Only freshman students are eligible for the Alumni Association matching funds.
- 4) Invite the student to attend an upcoming club meeting so you can present the award in person.

# **Alumni Association Contact**

## **Mora Hostetter**

Senior Manager, Campus Relations  
Georgia Tech Alumni Association  
190 North Avenue  
Atlanta, GA 30313

404-894-0749 direct  
800-GTALUMS (800-482-5867)  
404-894-5113 fax  
mora.hostetter@alumni.gatech.edu

**Visit our website for on-line information and resources for your  
Scholarship Program:**

**[www.gtalumni.org/scholarships](http://www.gtalumni.org/scholarships)**