



**OKLAHOMA CITY
COMMUNITY FOUNDATION**

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2021-2022 School Year

Dear Counselor,

Welcome to Oklahoma City Community Foundation's **Central Oklahoma Guidance Counselor Network** program. We sincerely want to provide you with resources that are informative and that help you guide students through the process of matriculation from high school to post-secondary study – and secure scholarship funding for that study.

This folder provides information and documents needed to implement the scholarships that are an integral part of the **Central Oklahoma Guidance Counselor Network** program.

Students will register for the online application at www.occf.org/scholarships. Once the student completes the online application for Community Foundation Scholars or New Opportunities Scholars the information will then be emailed to you, the counselor, for committee review. The Folder is a guide to the online application process and additional forms required to support the student's application.

The 2020-2021 program year produced 218 scholarship awards totaling \$470,000 for Community Foundation Scholars, New Opportunities Scholars, and Irene P. and Samuel F. Frierson scholarship recipients. We appreciate the commitment that you and your principal have made in providing these and other scholarship opportunities to the students in our community.

Sincerely,

Rick Fernandez
Central Oklahoma Guidance Counselor Network



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2021-2022 Timeline

Dates in Brackets [] are tentative or subject to change

2021

Central Oklahoma Guidance Counselor Network

- October 1 AcademicWorks online application site opens
- October 6 Guidance Counselor Fall Workshop at the Oklahoma City Community Foundation
- October 15 Counselor submits required scholarship committee structure and conflict of interest forms
- December 6 Application deadline for **Community Foundation Scholars (seniors)**
- December 9 Counselor notifies CFS scholarship committee regarding reviewer deadline and recommendation process
- December 11 AcademicWorks reviewer site opens for CFS scholarship committee review

2022

Junior New Opportunities Scholars 1st generation promotion

- January 1
- January TBD Spring Guidance Counselor Workshop (TBD)
- January Deadline for counselors to submit small grant request for GPACAC conference or TACAC. GPACAC dates: April 3-5 | Marriot Country Club KS City, MO.
- January [7] Deadline for counselor to submit online CFS committee reviewer scores
- January 15 Deadline for New Opportunities Scholars graduating seniors to submit scholarship workbook to the counselor for certification.
- January TBD Guidance Counselor Spring Workshop
- March 1 Application deadline for **New Opportunities Scholars (juniors)**
- March 2 Counselor notifies NOS committee regarding reviewer deadline and recommendation process
- March 11 Deadline for counselors to submit NOS scholarship committee reviewer scores (juniors)
- [April 5-8] **Community Foundation & SR New Opportunities Scholarship Recipient Recognition Luncheons**
- April 3-5 GPACAC Association for College Admission Counseling Conference, KC, MO
- May Senior Assemblies
First Generation: issue New Opportunities scholar workbooks (approved juniors)



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Central Oklahoma Scholarship and Guidance Network
A Trustee Initiative of the Oklahoma City Community Foundation

GOALS

The goals of the Trustee Initiative are:

- to encourage students to aspire to higher levels of educational achievement after high school
- to encourage students to explore a broader range of opportunities available to them
- to encourage students to upgrade the means of their educational goals
- to promote community wide networking of the guidance counselors, and,
- to enhance the provision of accurate and motivating guidance information

INVESTMENTS

High schools participating in the Central Oklahoma Scholarship and Guidance Network are required to make the following investments

- to invest one guidance counselor's staff time for program orientation and professional training (one full day in the fall and one full day in the spring)
- to share data statistics regarding the students graduating from their high school
- to promote the scholarship programs funded through the Trustee Initiative program

DIVIDENDS

High schools participating in the Central Oklahoma Scholarship and Guidance Network will receive the following dividends

- at least one Community Foundation Scholar award of **\$2,000** for a graduating senior, chosen by the Scholarship Selection Committee of the school
- at least one New Opportunities scholarship of **\$2,000** for first generation high school graduates who
 - 1) are recommended by the Scholarship Selection Committee of the school, and
 - 2) complete a program of required guidance activities
- staff training for guidance services focusing on post-secondary educational access
- professional peer support and enrichment through participation in the Central Oklahoma Guidance Counselor Network
- **small grants** for guidance activities (focus announced annually by the Community Foundation Trustees)



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Criteria to apply: Community Foundation and New Opportunities Scholarship

Community Foundation Scholars

Applying Seniors 2021-2022

CFS-Promotion- *Emailed to counselor*

CFS-Scholarship Committee Structure

Conflict of Interest Statement

CFS Recommendations/submitted online

The New Opportunities Scholarship for First Generation Scholars

Applying Juniors 2021-2022

NOS-Promotion *Emailed to counselor*

NOS-Scholarship Committee Recommendations/submitted online

Completing Seniors

New Opportunities: Student Workbook due January 15, 2022



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Community Foundation Scholarship

The Community Foundation Scholar award is a one-year award and can be used at any academically accredited public or independent/private, nonprofit educational institution in the United States including vocational/technical centers. Funds may be used for tuition, fees and book expenses; payments are made directly to the school. This award will not stack with New Opportunities Scholarship.

Eligibility:

Graduating senior of a high school that participates in the Central Oklahoma Guidance Counselor Network.

1. Student has unweighted GPA between 3.25 and 3.79.
2. Student's application and letter of reference must demonstrate and describe the applicant's commitment to education and commitments to community (extra-curricular activities and community service).
3. Applicants are required to submit a resume and a quality head shot picture (yearbook style).

Students may receive detailed instructions about our online application process by going to the scholarship page on our website at occf.org/scholarships.

Award: \$2,000



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New Opportunities Scholars

Eligibility:

Juniors attending a high school participating in the Central Oklahoma Guidance Counselor Network with an unweighted GPA ≤ 3.79 . We recommend the student be in the upper 50th percentile of their junior class.

For the purposes of *New Opportunities for First Generation Scholars* scholarship program, the definition of 'first generation' is that you or your siblings are the first from your family heritage to attend college. This means that none of the following persons have attended college: the parents or step-parents in your home, your absent parent if your mother and father are not married to each other, and any grandparent (parent of previously described adults).

Process:

If you are recommended by the scholarship selection committee of your high school, you and your parent/guardian will sign a contract stating applicant will complete a series of college preparatory activities including:

By January 15th of your senior year, your high school guidance counselor must provide certification of these activities to the Oklahoma City Community Foundation. If all of the required activities have been completed, you will receive the documents necessary to claim a one-year scholarship of **\$2,000**.

Funds may be used for tuition, fees and books at any academically accredited two-year, four-year or vocational/technical nonprofit institution in the United States. Payments are made directly to the school. New Opportunities will not stack or be awarded with a Community Foundation Scholarship.

Students may receive detailed instructions about our online application process by going to the scholarship page on our website at occf.org/scholarships.

Award: \$2,000



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**Scholarship Administration
Scholarship Selection Committee Structure**

The structure of the Scholarship Selection Committee is designated by the Trustees of the Oklahoma City Community Foundation. The Central Oklahoma Guidance Network counselor recruits persons who will serve on the Scholarship Selection Committee* as follows:

Central Oklahoma Scholarship & Guidance Network Counselor

High School _____

Administration Representative _____

Two or more faculty working with the class of eligible applicants

At least one volunteer from the community

(Volunteer's Daytime Phone)

To avoid a conflict of interest, no person who is related to an eligible applicant may serve on the committee. A Conflict of Interest Statement must be signed by each person serving on the committee. Please attach the original signed statement for each person.

* It is recommended that the same committee members serve on all scholarship committees making recommendations to the Oklahoma City Community Foundation.



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Scholarship Administration: Conflict of Interest Statement

The Oklahoma City Community Foundation is a 501(c)(3) public charity. The programming of community foundations in general is centered in grant making activity. Because a scholarship benefits an individual and not an organization, the awarding of scholarships is referred to as "grant making to individuals." All activities of the Oklahoma City Community Foundation must comply with the rules and regulations set forth in the Internal Revenue Code in order to protect the 501(c)(3) status of the Oklahoma City Community Foundation, Inc.

The following **IRS rules** apply to your role on the Scholarship Selection Committee. *Italicized rules are required by the Oklahoma City Community Foundation Scholarship Committee.*

1. **All awards must be given for educational purposes.**
Student will attend an accredited institution.
2. **Selection of recipients must be made on an objective, non-discriminatory basis.**
Committee must adhere to Criteria for Scholarship Award.
3. **There must be no benefit to those who serve on the scholarship selection committee.**
*No relative of a potential applicant may serve on the Selection Committee.
(Scholarship Selection Committee: Structure Report Form)*
4. **There must be broad dissemination of eligibility requirements and deadlines for application.**
Selection Committee members must promote scholarship among entire charitable pool and in response to every individual inquiry. The Scholarship Report form will include a count of online applications at your institution.
5. **Recommendations for award recipients must be submitted online or in writing.**
All award recommendations must be ratified by the Oklahoma City Community Foundation Trustees.

STATEMENT: I attest that I have no conflict of interest in the execution of my responsibilities as a member of the Scholarship Selection Committee for _____ High School. I further agree to adhere to IRS rules and Oklahoma City Community Foundation Scholarship Committee policies in fulfilling my responsibilities as a member of this committee.

Signature (Print Name)	email	Date
Signature (Print Name)	email	Date
Signature (Print Name)	email	Date
Signature (Print Name)	email	Date
Signature (Print Name)	email	Date



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**Central Oklahoma Guidance Counselor Network
Resource Grant Applications**

Eligible Applicants: College Guidance Resource Grants are awarded to high schools participating in the Central Oklahoma Guidance Network. To receive a 2021-2022 Resource Grant, the high school must be actively participating in the programs of Central Oklahoma Guidance Network including the following:

- submission of the 2021-2022 Letter of Commitment form by the school's principal
- attendance by the counselor at the 2021-2022 workshops, and
- submission of the Academic Year Graduates Data Report.

Select only one:

- a) Request for a grant to attend the 2022 GPACAC Conference, April 3-5 Kansas City, KS (submit page Grant-2)
- b) Campus visit grant. Resource matching grant up to \$500. Counselor arranges for students to visit specified college campuses. Contact Rick Fernandez for more information. r.fernandez@occf.org | (405) 606-2919



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Central Oklahoma Guidance Network
2021-2022 Grant Application Form

High School Name _____

Counselor submitting request

Counselor selects one:

Request: (a) GPACAC/ Conference Registration Fee
April 3-5, 2022 Kansas City, MO.

Request (b) Matching grant opportunity

Program activity:

1. The guidance counselor understands that this small grant is provided for the purpose of providing an opportunity to
 - a. attend workshops on college guidance issues which have a regional and national perspective
 - b. network with peers beyond the Oklahoma County Guidance Network area
2. The high school administrator understands that this grant is limited to the registration fee for the Conference.
 - a. the administrator authorizes the counselor's absence from the building during normal school hours
 - b. transportation and housing expenses will be paid by
(circle one) school district / counselor
3. Understanding that emergencies cannot be avoided, the school principal and counselor agree that, should an emergency prevent this counselor from attending the conference, a substitute from this high school will be committed to attend the conference. *If substitution is impossible, the counselor will notify Rick Fernandez, Scholarship Center, as soon as possible, so that the registration fees can be re-directed to other appropriate conference participants.*

Certification: Submission of this proposal is consistent with the goals of this school. The proposal has been reviewed by the school administrator who supports the proposed program activity.

Signature of Counselor Date _____

Signature of Principal Date _____



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Central Oklahoma Guidance Network

2021-2022 High School Graduate Data
(form instructions)

Please report the number of graduating seniors and their planned enrollment at post-secondary educational institutions (based on final transcripts or best information available), sorted by location and educational tier.

The Oklahoma State Regents for Higher Education classify educational tier as follows:

- OU and OSU are the only comprehensive universities in Oklahoma
- Most private colleges and universities are Regional/4-yr colleges
- Community colleges and technology centers

Number of graduates receiving scholarships:

- Pell and OTAG are grants, not scholarships.
- Please do not report (OK Promise) as a scholarship.

Reports may be submitted by email/scan or fax (405/235-5612).

Submit Date: June 1, 2022

Central Oklahoma Guidance Network 2021-2022 Academic Year Graduates Data Report

High School _____

Number of Graduates _____

Graduates reported by tier of **anticipated** post-secondary educational institution and known scholarship offers.

_____ Voc-Technical	{ In-State Out-State	{ Public Private	_____ Scholarships _____ Scholarships _____ Scholarships _____ Scholarships
_____ Community College	{ In-State Out-State	{ Public Private	_____ Scholarships _____ Scholarships _____ Scholarships _____ Scholarships
_____ Regional/4-Yr College	{ In-State Out-State	{ Public Private	_____ Scholarships _____ Scholarships _____ Scholarships _____ Scholarships
_____ Comprehensive Univ	{ In-State Out-State	{ Public Private	_____ Scholarships _____ Scholarships _____ Scholarships _____ Scholarships
_____ Other or unknown post-secondary plans			_____ Scholarships

Completed by: _____ Date: _____



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End of Year Scholarship Awards Ceremonies



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SURVEY: End of Year Graduation & Scholarship Awards Ceremonies

School:
Name:
Are you responsible for organizing your schools award ceremony? <input type="radio"/> YES <input type="radio"/> NO If the answer is no, who is in charge of the awards ceremony?
What is the date of your awards ceremony? (Fill in the blank below or circle the appropriate box.) April_____, 20____ May_____, 20____ <input type="checkbox"/> I don't know yet.
What time does your awards ceremony begin? _____ AM _____ PM <input type="checkbox"/> I don't know yet.
What is the location <u>and</u> address of your awards ceremony?
Can we give your contact information to the OCCF presenter in case they need to contact you on the day of the award ceremony? <input type="radio"/> YES <input type="radio"/> NO Email: Phone number (office): Phone number (cell):
Does your school allow outside organizations to physically present their award to the student recipient? <input type="radio"/> YES <input type="radio"/> NO
If the answer to the above question is "yes": Does your school allow outside organizations a brief moment to speak to the audience regarding the award that the student is receiving? <input type="radio"/> YES <input type="radio"/> NO
Additional Comments & Other Expectations:



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Helpful tips for completing your scholarship application

Scholarship Committee Recommendation Documents (Retired)

HELPFUL TIPS for COMPLETING your SCHOLARSHIP APPLICATIONS

- Check your writing for correct spelling, grammar and punctuation.
 - Simply copy your essay into a word document to catch any glaring errors
 - It is really frustrating when a clearly competent student makes many obvious language errors.
- Don't copy and paste essays.
 - It's fine to reuse essays but make sure you are making the appropriate edits to ensure you are answering the question.
- Have another person read your work for clarity and errors.
 - After you have done both of the above, do this! Word often misses mistakes because it can't check for clarity and correct diction. Only an adult or trusted peer can help with this.
- Don't lie.
 - Recommenders have access to your transcript and other official documents – when you fib about a score or grade it immediately disqualifies you and reflects poorly on your character.
- Don't underestimate the power of a recommendation.
 - A recommendation will often highlight something that inspires a reviewer and was not mentioned by the applicant.
- Be clear and concise on your resume.
 - Even if you actually have seven pages of qualified experience to add to your resume, don't. Concisely highlight the most important and relevant experiences so that the reviewer can quickly understand you as a person.
 - If it's longer than two pages, don't expect the reviewer to read it all.
 - Don't use acronyms with which the reviewer may not be familiar.
- Utilize your counselor's expertise.
 - They can help you find scholarships and often have inside knowledge about what a group is looking for in an applicant.
- Check the details before submitting.
 - Do not forget to do one final glance through the application to ensure you have answered all of the questions and didn't mistakenly put the wrong information somewhere.



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***This form has been retired. Counselor submits committee recommendations online.**

Central Oklahoma Guidance Counselor Network Scholarship Committee Recommendations

Report on the administration of the **Community Foundation Scholars** application and selection process at

_____ High School.

1. Application deadline: _____ Number of applications _____

2. Rank order the applicants which your Scholarship Selection Committee recommends for a Community Foundation Scholar Award

Unweighted GPA
3.25-3.79

First	_____	_____
Second	_____	_____
Third	_____	_____
Fourth	_____	_____
Fifth	_____	_____

Please attach additional names

3. Submit all supporting documentation with these recommendations

Certification and Recommendation

Counselor Signature

Date

Principal Signature

Date



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***This form has been retired. Counselor submits committee recommendations online.**

Central Oklahoma Guidance Counselor Network Scholarship Committee Recommendations

Report on the administration of the **New Opportunities Scholars** application and selection process at

_____ High School.

1. Application deadline: _____ Number of applications _____

2. Rank order the applicants which your Scholarship Selection Committee recommends for a New Opportunities Scholar Award

Unweighted GPA
Must be ≤ 3.79

First	_____	_____
Second	_____	_____
Third	_____	_____
Fourth	_____	_____
Fifth	_____	_____

Please attach additional names

3. Submit all supporting documentation with these recommendations

Certification and Recommendation

Counselor Signature

Date

Principal Signature

Date