Central Oklahoma High School Counselor Network

Table of Contents

Welcome

*2022-2023 Scholarship Timeline

A Trustee Initiative Program - Goals, Investments and Dividends

AcademicWorks scholarship application website opens October 1

Scholarship Selection Committee Structure & Conflict of Interest Statement

How to review applicants on AcademicWorks- PDF instructions emailed to counselor

Community Foundation Scholars- Emailed to counselor
   Applying Seniors 2022-2023
   CFS-Promotion
   CFS-Scholarship Committee Recommendations/submitted online

The New Opportunities Scholarship for First Generation Scholars- Emailed to counselor
   Applying Juniors 2022-2023
   NOS-Promotion
   NOS-Scholarship Committee Recommendations/submitted online
   Completing Seniors
   New Opportunities: Student Workbook due January 15, 2023

Guidance Counselor Resource Grant
   Grant-1 2022-2023 Resource Grant Program
   Grant-2 Grant Application Form

Data and Evaluation Project
   Form Instructions
   2022-2023 Academic Year Graduates Data Report

End of Year Scholarship Awards Ceremonies

Survey: End of Year Graduation & Scholarship Awards Ceremonies

Helpful tips for completing your scholarship application

Scholarship Committee Recommendation Documents (Retired)
2022-2023 School Year

Dear Counselor,

Welcome to Oklahoma City Community Foundation’s Central Oklahoma High School 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 High School 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 2021-2022 program year produced 220 scholarship awards totaling $660,000 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
Counselor for Outreach and Development
2022-2023 Timeline
Dates in Brackets [ ] are tentative or subject to change

2022

Central Oklahoma High School Counselor Network

October 1
AcademicWorks online application site opens

October 5
High School Counselor Fall Workshop at Langston University

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 12
AcademicWorks reviewer site opens for CFS scholarship committee review

2023

January 1
Junior New Opportunities Scholars 1st generation promotion

January TBD
Spring Guidance Counselor Workshop-TBD

January
Deadline for counselors to submit small grant request for GPACAC conference.
GPACAC dates: April 2-4 | Wichita, KS

January [8]
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
High School 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 10
Deadline for counselors to submit NOS scholarship committee reviewer scores (juniors)

[April 3-7]
Community Foundation & SR New Opportunities Scholarship Recipient Recognition Luncheons

April 2-4
GPACAC Association for College Admission Counseling Conference, Wichita, KS.

May
Senior Assemblies
First Generation: issue New Opportunities scholar workbooks (approved juniors)

[June]
Summer Counselor Institute

Counselor resource link https://www.occf.org/cognresources/
Central Oklahoma High School and Scholarship 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 High School and Scholarship 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 $3,000 for a graduating senior, chosen by the Scholarship Selection Committee of the school
- at least one New Opportunities scholarship of $3,000 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)
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 High School Counselor Network counselor recruits persons who will serve on the Scholarship Selection Committee* as follows:

Central Oklahoma H.S. Counselor 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.
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

F:\... CounselorManual\2122 Conflict.doc
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 of 3.25 - 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: $3,000
New Opportunities Scholars

Eligibility:
Juniors attending a high school participating in the Central Oklahoma Guidance Counselor Network with an unweighted GPA \( \leq 3.79 \). 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 $3,000.

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: $3,000
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 2022-2023 Resource Grant, the high school must be actively participating in the programs of Central Oklahoma Guidance Network including the following:

- submission of the 2022-2023 Letter of Commitment form by the school’s principal
- attendance by the counselor at the 2022-2023 workshops, and
- submission of the Academic Year Graduates Data Report.

Select only one:

a) Request for a grant to attend the 2023 GPACAC Conference, April 2-4
   Wichita, KS (submit page Grant-2)
Central Oklahoma Guidance Network
2022-2023 Grant Application Form

High School Name ________________________________

Counselor submitting request _____________________________________________

Counselor request:

Request: (a) ______ GPACAC/ Conference Registration Fee
April 2-4, 2023 Wichita, KS

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 Counselor 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.

______________________________________________ Date __________
Signature of Counselor

______________________________________________ Date __________
Signature of Principal
Central Oklahoma High School Counselor Network

2022-2023 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 15, 2023
Central Oklahoma High School Counselor Network
2022-2023 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
       Public ______ Scholarships
       Private ______ Scholarships

   Out-State
       Public ______ Scholarships
       Private ______ Scholarships

Community College

   In-State
       Public ______ Scholarships
       Private ______ Scholarships

   Out-State
       Public ______ Scholarships
       Private ______ Scholarships

Regional/4-Yr College

   In-State
       Public ______ Scholarships
       Private ______ Scholarships

   Out-State
       Public ______ Scholarships
       Private ______ Scholarships

Comprehensive Univ

   In-State
       Public ______ Scholarships
       Private ______ Scholarships

   Out-State
       Public ______ Scholarships
       Private ______ Scholarships

Other or unknown post-secondary plans

Completed by: ___________________________ Date: ___________________________
SURVEY: End of Year Graduation & Scholarship Awards Ceremonies

<table>
<thead>
<tr>
<th>School:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
</tbody>
</table>

Are you responsible for organizing your school's award ceremony?  
〇 YES  〇 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____  〇 I don't know yet.  

What time does your awards ceremony begin?  
_______ AM  _______ PM  〇 I don't know yet.  

What is the location and 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?  
〇 YES  〇 NO  
Email:  
Phone number (office):  
Phone number (cell):  

Does your school allow outside organizations to physically present their award to the student recipient?  
〇 YES  〇 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?  
〇 YES  〇 NO  

Additional Comments & Other Expectations:  

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

Central Oklahoma H.S. 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 ___________________________
This form has been retired. Counselor submits committee recommendations online.

Central Oklahoma H.S. 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 ___________

F:\...Counselor Manual\2122 NOS CommRecommendations.doc