INSTRUCTIONS TO SPONSORING CHAPTER

Ohio Scholarships for 2023-2024 School Year

Application Deadline: *Midnight, February 1, 2023*

1. Read **all** resource documents under Ohio Scholarships for your guidance before seeking applicants for Ohio Scholarships: *Instructions to Applicant, Instructions to Sponsoring Chapter, Hints and Tips for Completing A Sponsoring Chapter Information and Candidate Recommendation Form, Information for Chapters -- FAQ's.*

2. Sponsor a candidate(s) known to at least one chapter member; calling or soliciting high school counselors for names/recommendations is discouraged.

3. Interview the candidate(s) with one or more chapter members after **August 1, 2022.**

4. Confirm candidate qualifications according to the current Ohio State Chapter (OSC) Bylaws and Standing Rules, Article IX, Section 1
   - The applicant's legal and permanent residence must be Ohio. Establishing out of state residency for purposes of in state tuition is not allowed.
   - We support undergraduate or master's degrees; not for applicants currently enrolled in higher level degrees such as MD, DDS, PhD.

5. Chapter votes to sponsor candidate(s) at a chapter meeting. *Chapters are limited to no more than **five** applicant submissions per chapter.*

6. Download and email your applicant(s) the *Instructions to Applicant* document which contains the **url application link** your candidate(s) will use to complete the *2023-2024 Ohio Scholarships Application.*

7. Set and communicate a time for your OS Chair to review your candidate(s) responses to questions asked on the *Ohio Scholarships Application* to ensure completeness.

8. Chapter confirms with the applicant:
   - Email address **must be** a personal/home email address – no high school/college email address. Double check this with your applicant before submission.
   - Assure transcripts are emailed to ohioscholarshipschair@gmail.com with the applicant's name in the subject line:
     - High school applicant requirement – spring or fall, 2022 official transcript
     - College applicant requirement – fall, 2022 official college transcript; NO high school transcript
     - For high school applicant, submit UNWEIGHTED GPA (based on a 4.0 scale)
     - A high school applicant needs to request her cumulative **UNWEIGHTED GPA** from her guidance counselor to record on her application
     - Unweighted GPAs allow all applicants to be considered equally

9. Chapter completes the *2023-2024 Sponsoring Chapter Information and Candidate Recommendation Form* **utilizing the url link found at the end of this document.**
   - Chapter President and OS Chair's contact information
   - Applicant name of the woman being sponsored by your chapter documents
   - An explanation of the personal relationship between the applicant and chapter
   - A set of questions that assist the OS Committee to know your applicant better
   - Any unique and/or special information that has not been addressed in other documents (i.e. first generation college student, extenuating family circumstances)

10. Submit the *Sponsoring Chapter Information and Candidate Recommendation Form:*
    - **Important:** Arrange a mutual date with your applicant whereby the chapter and the applicant submit their respective application materials to the Ohio Scholarships Committee to facilitate the timely arrival of both chapter and applicant materials. Only completed applications will be accepted.
    - Submit your chapter's *Sponsoring Chapter Information and Candidate Recommendation Form*
    - Submission of all application materials from both the applicant and the chapter is due no later than **midnight , February 1, 2023. Early submission is strongly encouraged.**

11. Chapters will be notified by email that documents from both the applicant and the chapter have been received.

12. *2023-2024 Sponsoring Chapter Information and Candidate Recommendation Link:*

https://forms.gle/cLHUiXHEZtuwY5t19