2024 FEEA Scholarship Selection Committee Instructions

Evaluation Deadline: April 18, 2024
3:00pm EDT

FEEA

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2024 Scholarship Selection Committee Member Instructions

Deadline to begin evaluations: March 21, 2024

Deadline to complete evaluations: April 18, 2024, 3:00pm EDT

Thank you for volunteering to serve as a member of FEEA's 2024 scholarship selection committee. Without you, our scholarship program would not be possible!

CHECKLIST FOR SELECTION COMMITTEE MEMBERS:

- ☐ Using the link FEEA sends to your email, sign up for a WizeHive account (instructions on page 3
- ☐ Review the list of applications once they are available and check if you know anyone – contact FEEA immediately at scholarships@feea.org, if this is the case.
- ☐ Login and begin the evaluation process no later than March 21, 2024.
- ☐ Complete evaluations by April 18, 2024, 3:00pm EDT.
- ☐ **Respond to any direct emails from FEEA in a timely manner.**

Detailed Instructions

All scholarship committee members must begin reviewing applications no later than **March 21.** The deadline to complete your review is **Thursday, April 18, 2024, 3:00pm EDT**.

Contact us immediately at scholarships@feea.org if you are unable to begin the evaluation process by March 21. With over 2,000 applications and 400 volunteers it is critical to keep the evaluation process on-track to ensure all applicants receive the same level of consideration.

Before starting the evaluation process, we recommend logging in and reviewing the list for any familiar names. If you received an application for a candidate, you know personally, please recuse yourself from that application. Notify FEEA immediately at scholarships@feea.org so we can reassign the application(s).

As a reminder, per your Selection Committee agreement, information about applicants may **NOT** be disclosed to any other parties at any time. In addition, no contact is to be made with applicants for any reason. If you have any questions or concerns about an application or an applicant, please contact FEEA directly at scholarships@feea.org.

While FEEA prefers you do NOT print or save documentation outside of WizeHive, if you feel it is necessary, you can click **Print** for a PDF version of the application. Keep all application materials confidential. If you print or save electronic copies, you must destroy them after you finish scoring.

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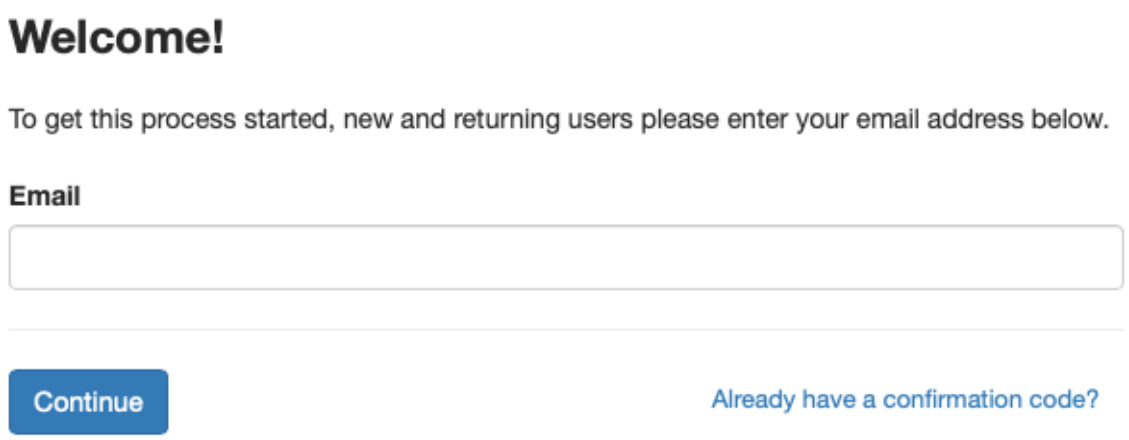
REVIEW PORTAL: SIGN-UP PROCESS

Once you have confirmed you are able to review scholarships this year, you will receive an email from FEEA with a URL that will take you to the WizeHive login page. Please bookmark this page for future reference.



Sign In/Sign Up Instructions

ALL USERS: Please enter your email address and we will verify if you are in our system. If your email is part of our system, a confirmation will be sent to that address. If you do not receive a confirmation email, please contact FEEA. If your email is not in the system, you will see a message instructing you to contact the administrator (FEEA).

Upon confirmation of your email, you will be taken to the Sign-Up screen where you will choose a password to create an account. Once you have chosen your password, your account will be created, and you will gain access to the portal.

QUESTIONS? If you have any questions or concerns, please contact FEEA at scholarships@feea.org.

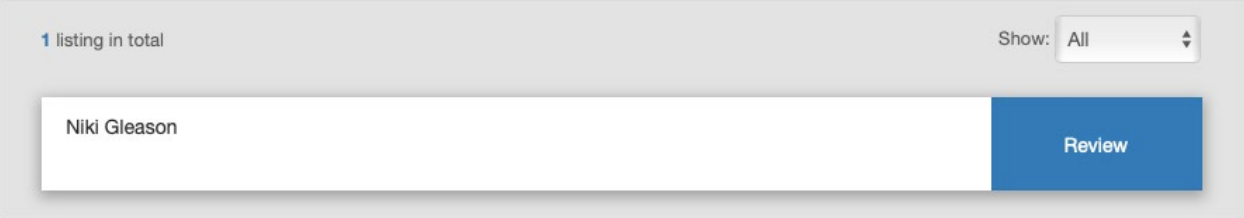
ACCESSING ASSIGNED APPLICATIONS

Once you access your WizeHive account, a list of your assigned applications will appear.

Each reviewer will have approximately 20-30 applications to review; other selection committee members will review those same applications to ensure each application is reviewed more than once. You will not be able to see the other reviewers' scores. Once all evaluations are completed,

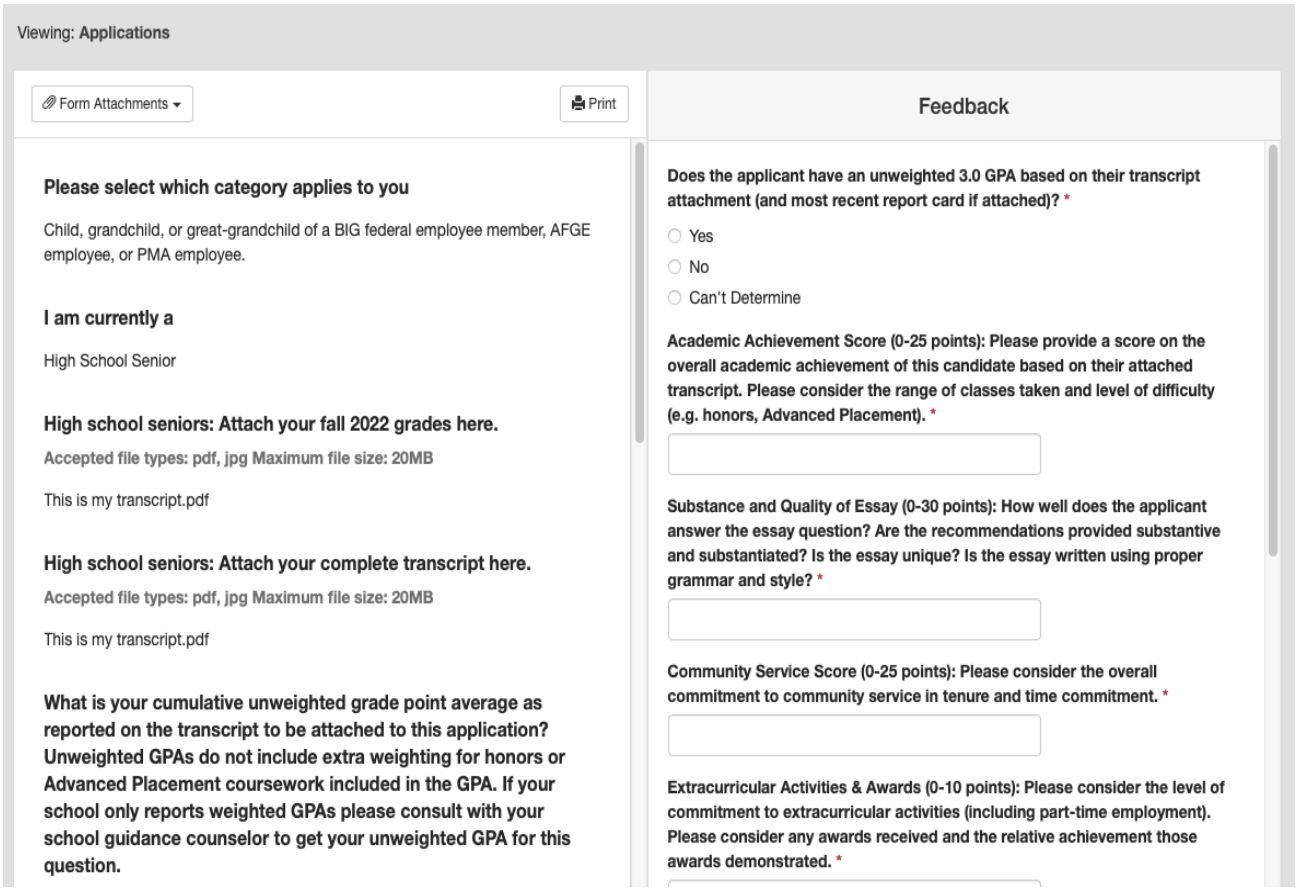
the scores from the reviewers in your group will be combined and FEEA will evaluate and consider all feedback before making final determinations of scholarship recipients.

Click the blue **Review** button to begin reading/scoring the application.

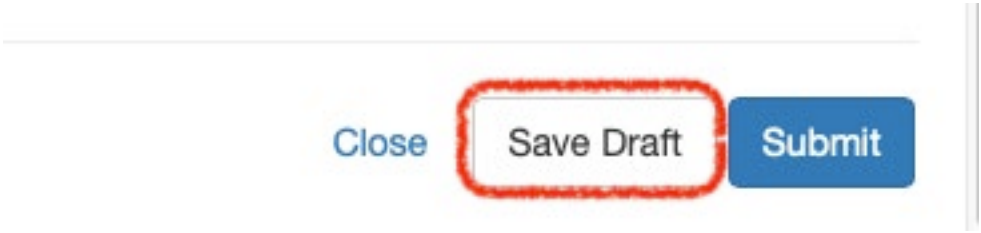


Click **+Feedback** to start your evaluation.

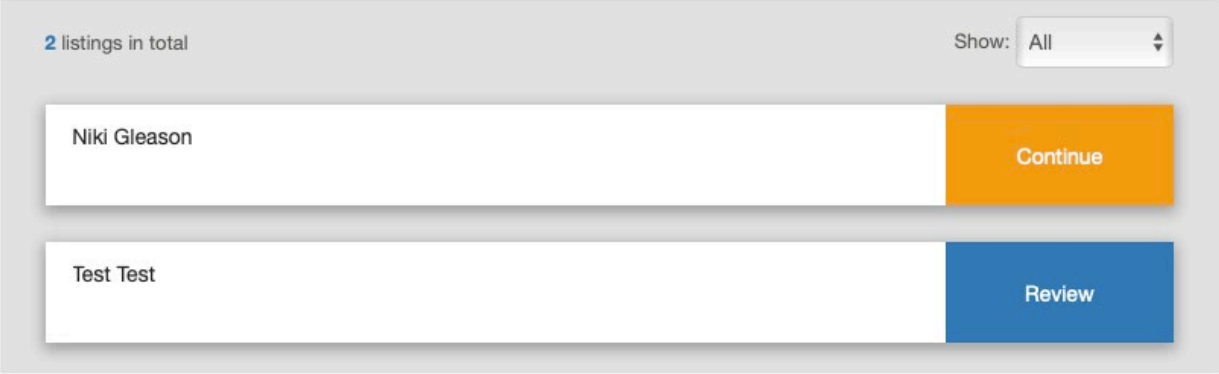
The left side of the page will show the applicant's information you will be evaluating; the right side is where you fill in your evaluation. You will only be able to see the part of the application pertaining to your evaluation.



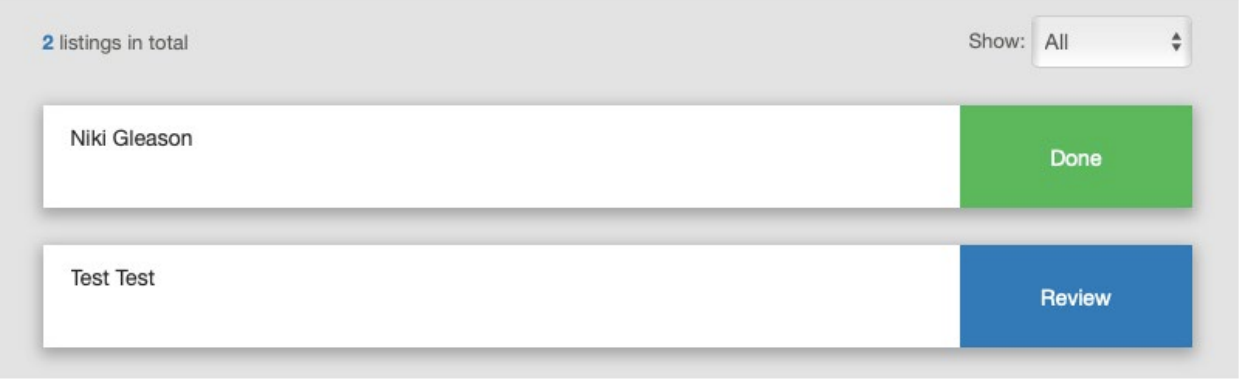
You may save your progress and return later to finish by clicking the Save Draft button at the bottom:



Your evaluation will then display an orange Continue button:



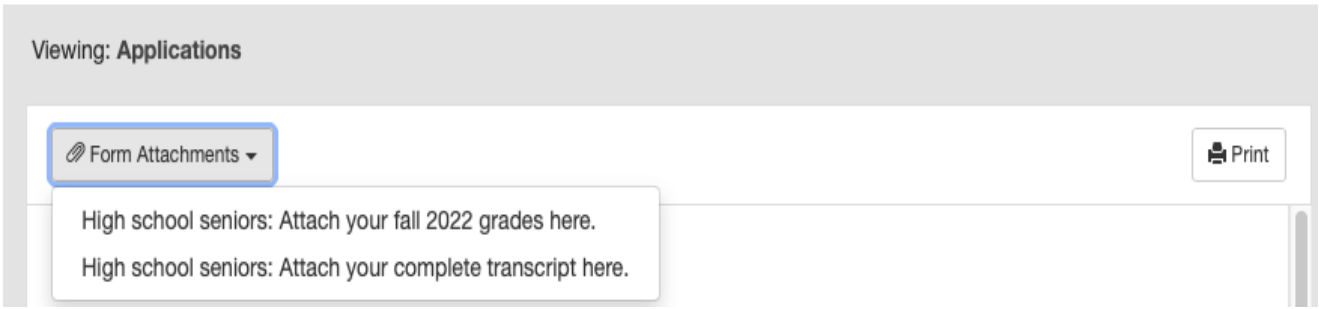
Once you complete your edits and hit Submit (next to the Save Draft button), the evaluation will display a green Done button:



By clicking into any of the Done evaluations, you can change/edit your evaluation any time before the deadline of April 18, 2024, 3:00pm EDT, just make sure to resubmit.

Attachments and Files

You will need to view the applicant's transcript to review their GPA and the range of classes taken. Files can be accessed directly in the application, without the need to download the document, by clicking on the Form Attachments dropdown button. To open, click on the attachment you want to view. While we discourage printing or saving applicant documents, if you choose to save or print any files, you **MUST** delete the files from your computer or shred them upon completion of your evaluations.



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Evaluating, Scoring and Recommending Applicants

We ask our committee members to review and score the:

- Applicant's academic achievement
- Substance and quality of the essay
- Personal achievement via community service, extra-curricular activities, and awards
- Clarity of future goals

Please provide a score for each of the criterion. The maximum number of points an applicant can be awarded is **100.** Below is a rubric to assist you in determining your score.

Criteria	Factors	Score Range
Academic Achievement	This score is based on submitted transcripts. Applicants must have a GPA of 3.0 or higher to be eligible. Please consider the range of classes taken and the level of difficulty (advanced placement, etc.) when scoring. See next page for further detail.	0-25 points
Substance and Quality of Essay	How well does the applicant respond to the prompt: "Describe a significant personal experience, positive or negative, that you have had with technology, such as social media, cell phones, gaming, or screen time. Based on this experience and your observations of others' experiences, do you think, overall, this kind of technology is an advantage or disadvantage in a young person's life?" • Does the applicant fully explain their experience? • Is the essay unique? • Is the essay written using proper grammar and style?	0-30 points
Personal Achievement: Community Service	Please consider the overall commitment to community service in tenure and time. For example: Community service participation of an ongoing nature would receive more points compared to several one-time events.	0-25 points
Personal Achievement: Extracurricular Activities & Awards	Please consider the level of commitment shown to extracurricular activities (including full and part-time employment) (ex. tenure). Please consider any awards received and the relative achievement those awards demonstrated.	0-10 points
Clarity of Future Goals	How clearly and well does the candidate answer the application question: What do you hope to do and what position do you hope to have five years from now?	0-10 points

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Tips for Scoring High School GPA

As a part of the scholarship evaluation process, you will need to assess applicants' academic performance based on their transcripts. Applicants are required to have a minimum Grade Point Average (GPA) of 3.0 on a 4.0 scale to be eligible. Here's how you can consider this in your review:

1. **Understand the 4.0 Scale:** The GPA is calculated on a scale of 0 to 4.0, with 4.0 representing an 'A' grade or excellent performance. Lower grades correspond to lower numbers (e.g., 'B' might be 3.0, 'C' is 2.0, etc.).

2. **Locate the GPA on the Transcript:** Most transcripts will have a cumulative GPA calculated. Verify that this GPA is on a 4.0 scale. If it's already calculated and meets the 3.0 minimum, you can continue.

3. **Consider Course Difficulty:** While evaluating, consider the range of classes and their difficulty levels. Advanced Placement (AP) courses, International Baccalaureate (IB), and other advanced or honors courses demonstrate higher academic rigor and should be considered positively. Keep in mind, many required electives are at the standard level in addition to courses, like a religion class at a private school, which may be required.

4. **Scoring:** Assign a score between 0 and 25 points based on the GPA and the course difficulty. A higher GPA and more challenging coursework should result in a higher score.

5. **Seek Assistance if Needed:** If you encounter transcripts with a different grading system or face any challenges in understanding or calculating the GPA, please do not hesitate to contact us at scholarships@feea.org for assistance.

Example	GPA	Coursework	Evaluation	Score
Exceptional GPA with Highly Challenging Courses	4.0	Enrolled in an IB program or AP classes with other high-level courses.	Perfect GPA. IB and AP courses are recognized for their high difficulty and comprehensive curriculum.	25/25
High GPA with Advanced Courses	3.8	Coursework includes several Advanced Placement (AP) classes	The GPA is well above the minimum requirement. The inclusion of AP classes indicates a higher level of academic challenge.	23/25
Above Average GPA with Mix of Course Levels	3.5	Mix of standard and a few honors courses.	GPA is above the minimum and quite strong. The presence of honors courses shows some level of academic rigor.	20/25

Minimum GPA with Standard Coursework	3.0	Coursework is primarily standard level with no advanced classes.	The GPA meets the minimum requirement. Lack of advanced or challenging coursework.	15/25

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Guidance for Evaluating Diverse Applicant Backgrounds

It's important to appreciate the unique journeys and contexts of our diverse applicant pool, which includes high school students, current college and graduate students, and federal civilian employees. Each of these groups faces distinct challenges and opportunities, and their applications should be evaluated on their individual merits, rather than through direct comparison.

High School Applicants: These students are often at the beginning of their academic and professional journeys. Their applications might showcase strong academic records, extracurricular involvement, and community service. Keep in mind, their experiences are largely shaped within the structured environment of high school.

College Students: Current college applicants are navigating a different set of challenges and learning experiences. Their transcripts might reflect a transition from high school to higher education, and their extracurricular involvement may vary as they balance academic responsibilities with exploring their fields of interest.

Graduate Students: Applicants in graduate programs are typically more focused on their specific areas of study. Their applications might emphasize research, internships, or professional experiences relevant to their advanced studies, rather than the breadth of extracurricular activities seen in undergraduate applications.

Federal Civilian Employees: These applicants bring a wealth of real-world experience. They might be pursuing education part-time while managing full-time careers and family responsibilities. Their community service and extracurricular involvement might look different and be minimal, often integrated with their professional roles and personal commitments.

While evaluating applications, please consider the context in which achievements were made. A high school student's community service, a college student's internship, a graduate student's research, and a working professional's career advancement are all achievements worthy of recognition. Our goal is to understand and value the unique contributions and potential of each applicant, ensuring a fair and inclusive assessment process.

Comment Box

The last box for evaluators asks the question "Do you have any additional comments on this application you would like to share with FEEA?" For any low or zero scores you give, please share any comments you think might help FEEA understand why you made that determination. For example:

- "Fall grades are missing."
- "GPA below 3.0."
- "Essay is only a few sentences with many grammatical errors."

Likewise, please add comments for any high scores given to students who might have accomplished something you want to make sure FEEA notices. For example:

- "The applicant not only works full-time, but still manages to participate in multiple weekly extra-curricular activities."
- "The student started a non-profit that provides a tremendous service in their community."

Deadline to complete evaluations: April 18, 2024 3:00pm EDT

Scholarship Awards

FEEA will make final scholarship selections this summer and notify all applicants by late summer. Once all applicants accept their scholarships, FEEA will publish the 2024 winners on our website and announce via social media and our email newsletter.

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About FEEA

The Federal Employee Education and Assistance Fund (FEEA) is the only independent, nonprofit 501c3 organization devoted solely to providing emergency financial assistance and scholarships to our dedicated civilian federal and postal public servants and their families.

The FEEA Scholarship Program

FEEA champions the pursuit of higher education, and each year supports hundreds of students with merit-based scholarships. Since 1986, FEEA has offered scholarships to more than 11,000 individuals, including nearly 200 scholarships to the children of federal civilian employees who died or were severely injured in the line of duty during the terrorist attacks on the Alfred P. Murrah Federal Building in Oklahoma City, the Pentagon on 9-11, and the US Embassies and Consulates in Kenya, Tanzania, and Libya. Collectively, our scholarship program to date totals over $14 million.

This year's merit scholarships will range between $1,000 and $7,500 for one year of academic study at an accredited college or university. The scholarship is not renewable; however, applicants may apply every year they are eligible, regardless if they received an award in the past. Many scholarships are awarded for undergraduate study, with occasional awards for graduate study.

FEEA supports its scholarship program through donations from individuals and a number of partners, including multiple unions, associations, and corporations. FEEA uses a common scholarship application for joint programs it partners with specific unions or associations to administer. As a selection committee reader, you will be reviewing a slate of applications from all applicants using the common application.

FEEA staff will confirm the eligibility of all applicants based, in part, on the following requirements:

- Children or legal dependents under the age of 25 of full- or part-time permanent federal civilian or postal employees.
- Spouses of full- or part-time permanent civilian federal or postal employees.
- Full- or part-time permanent civilian federal or postal employees