

MVA Procedure Processing Scholarship Award

Preparation:

- MVA has an active partnership with the Pinellas Education Foundation (PEF) to provide the data necessary for awarding the annual scholarship
- MVA has committed to awarding a \$5,000 scholarship to a Pinellas County High School senior.
- The \$5,000 award is paid out over 2 years at \$2,500 per year.
- Scholarship recipients must remain in school with a passing GPA to continue to receive annual awards.
- Following are the MVA Scholarship Criteria and grading system:
 - a. Average student - no one above 3.5 GPA
 - b. US Citizen or legal immigrant
 - c. STEM (Science, Technology, Engineering, Math) related pursuit
 - d. *Needs based – 15 points maximum*
 - e. *Employed - 10 points maximum*
 - f. *Volunteering - 15 points maximum*
 - g. *Honeywell connection - 10 points maximum*
 - h. *Essay - 10 (5 pts for content, 5 pts for spelling/grammar) points maximum*
- Our PEF coordinator is Alex Buell, 727.588.4816, Alex.Buell@pinellaseducation.org

Process:

In January payment must be made to the Pinellas Education Foundation (PEF) 12090 Starkey Road | Largo, FL 33773 for \$5,000 to fund the scholarship for the upcoming school year.

An online MVA expense report must be submitted for the transaction (www.minnregs.com)

Each January the committee chair must submit to Alex Buell at the PEF (alex.buell@pinellaseducation.org) a list of the committee members along with their email address. He only needs new members since he keeps the distribution from the previous year.

PEF will send each committee member an email that details how to access the database and a temporary password.

The scholarship applications close on 1/31 so as soon as it closes the committee chair should go to the website (from Alex's memo) and get the names of all the applicants and add them to the master scoring sheet. The committee chair schedules the initial committee meeting as soon as the data are available from PEF.

Prior to the first meeting the committee chair should divide the total number of applicants by the number of committee members and create a scoring sheet for each member with the names of the students he/she is to evaluate using the grading criteria above.

At first meeting, the committee chair will hand out paper copies of their individual scoring sheet. After the meeting, committee chair emails to each member his/her Excel scoring sheet.

At the second meeting each member presents his/her top 1 or 2 candidates. Each member should give the committee chair his/her printed copy or email it if he actually updated the file electronically. Committee chair will then put each of the top candidates in another scoring sheet, mail it out to members, for each member to review and score all of the top candidates.

At the final meeting the each committee member will present his/her scores. The individual scores are tabulated and the student with the highest overall score is the scholarship winner.

The committee chair fills out and submits the scholarship winner form provided by the PEF.

The committee chair may contact the winner's school to make arrangements to present the big check at the school's awards ceremony.

The committee chair will extend an invitation to the scholarship winner to attend an MVA luncheon prior to the start of the new school year.