



ALPHA SIGMA PHI FRATERNITY
alphasigmaphi.org

tbtm SCHOLARSHIP CHECKLIST

Planning ahead is essential. The scholarship mailing takes a large amount of time and preparation. Start planning several months in advance and be conscious of holidays which may fall during that period.

By starting early and following the steps outlined in the checklist, the chapter has the potential to significantly build a Names List, which is the primary purpose of offering this scholarship.

These steps will improve the likelihood of success, the most important thing that can be done is having men follow-up with all applicants after the scholarship has been awarded through personal invitations to events, eating meals together, working out, etc.

LATE MARCH/EARLY APRIL

- Contact the Admissions office to get a list of all incoming men with contact information. Email addresses are ideal, but you may only be able to get home addresses. This might be free or there may be a nominal charge.
- Registration and Records office should be contacted if you are interested in also communicating the scholarship information to current students. Obtaining email addresses for current students should be easier, as well as on-campus mailing addresses. Again, this might be free or there may be a nominal charge.

THIRD WEEK OF APRIL

- Cover Letter & Application sent to all incoming men and/or returning male students encouraging them to apply for the scholarship.
- Establish a Scholarship Committee, chaired by the Scholarship Director. This committee will be responsible for interviewing all applicants the first ten days of school. Typically, the Recruitment Director also serves on the Committee. If possible, interviews could be conducted over the summer and is especially impressive to both the applicant and his parents.

TWO WEEKS BEFORE SCHOOL STARTS (EARLY AUGUST)

- Scholarship applications due.

THE TWO WEEKS LEADING UP TO THE START OF SCHOOL (AUGUST)

- Phone calls to every applicant to schedule an interview.

FIRST DAY OF THE ACADEMIC YEAR (AUGUST/SEPTEMBER)

- Reminder phone calls and/or emails to remind men of their interviews. Phone calls are extremely personable and will serve to improve the return on investment.

FIRST TWO WEEKS OF THE ACADEMIC YEAR (AUGUST/SEPTEMBER)

- All interviews are held and men are invited to the gathering where the winner will be announced.

SECOND OR THIRD WEEKEND OF THE FALL TERM

- Hold the gathering (cookout, dessert reception, etc.) honoring the applicants and announcing the winner.

FOLLOWING DAY

- Send out formal e-mail announcing the winner of the scholarship.
- Send press release to campus newspaper with a picture of the recipient holding the scholarship certificate.
- Thank all participants and provide them with a calendar of events that they should be encouraged to attend.

