Model Scholarship Packet/ Program

Section 1. Suggested Weekly Academic Goals

Section 2. Scholarship Chair/ Scholarship Committee Information

Section 3. Scholarship Information for New Members

Section 4. Scholarship Tips and ideas
1. Suggested Weekly Academic Goals

Week 1  
Distribute an academic calendar to all members with university deadlines and important dates

Week 2  
Distribute scholarship information to all members as well as new members  
Discuss chapter academic goals

Week 2-3  
Begin study programs and hours  
Set individual members’ academic goals and Interfraternity Council will set academic goals as well

Week 3-4  
Meet professors and other members of classes to organize group study sessions

Week 4-8  
Host a dinner or academic banquet consider inviting professors or sitting with members in the major

Week 5  
Encourage members to study for midterms and offer extended quiet time for studying

Week 6  
Midterm grade checks for members that are signed by professors or printed university student information system (SIS)

Week 7-16  
Keep encouraging and inspiring new members and members to study and maintain good grades

2. Scholarship Chair Information

Why are you scholarship chairman? Is it because no one else wanted the job? Is it because of your own high grades? Whatever the reasons, the most important consideration that you must have to be an effective scholarship chairman is your concern for the overall scholarship of your chapter.

No matter what the past attitude of the members of your chapter has been toward scholarship, it is important that you take a leadership role in making the program an integral and interesting part of the total chapter experience. It is difficult to change a general chapter feeling that it’s okay to cut classes or to blow off low grades. Your job is challenging and it will take a great amount of work and patience, but you can improve the
academic reputation of your chapter considerably. Your position is one of the most important in your chapter because getting an education is the sole purpose of entering college. You have a BIG responsibility.

**Duties and Responsibilities**

The scholarship chair should be responsible for establishing minimum standards of scholastic performance, for the academic program as a whole, and for doing all that is feasible to promote a positive attitude within the membership toward the pursuit of outstanding academic achievement. For the individual and for the group.

The scholarship chair, whether elected or appointed, should reflect outstanding qualities as a prerequisite for the position. He should

1. Be an above-average student, not necessarily a genius;
2. Be able to command the respect of new initiated members;
3. Be an upperclassman with good organizational and leadership experience;
4. Believe in the importance and the purpose of a scholarship program;
5. Be in persistence in efforts to perform the duties of the office.

The duties of the scholarship chair should include;

1. Providing and encouraging an academic atmosphere within the chapter house and a positive academic attitude among the chapter members.
2. Establishing academic goals and objectives which will direct the scholastic endeavors of the membership toward improved scholarship perspective and attitudes.
3. Making all members, especially new members, aware of the fact that the chapter has set specific minimum guidelines for academic achievement in order for members to be in good standing with the chapter.
4. Maintaining an academic file on new and initiated members
5. Arranging tours to acquaint new members with various campus library and study facilities.
6. Developing and coordinating, in conjunction with the new member educator, a scholarship program with new members.
7. Establishing and enforcing a system of quiet hours for the chapter.
8. Developing an incentive and awards program for rewarding high (and improved) scholastic achievement.
9. Establishing a tutoring system through with volunteers who have good grades in their major field of study that can help members who are having difficulty in that area.
10. Serving as chair of the scholarship committee whose duty is to coordinate a well-rounded scholarship program.

**The Scholarship Committee**

The scholarship committee assists the scholarship chair in carrying out the responsibilities of the office. Each member of the committee should have assigned duties
to complete. One person should be appointed as committee secretary to record minutes of the meetings and to keep other records (goals, class schedules, records, etc…)

The committee should be chaired by the scholarship chair and should include a representative from each class (freshman through senior), the new member educator, and the scholarship/ faculty adviser.

Once organized, the committee could follow this general outline:
1. Evaluate the chapter’s past and current performance, including trends, chapter atmosphere, and study facilities available to the chapter, relative standing among campus Greek community or in comparison to the all-men’s average.
2. Identify specific causes of poor scholarship and enlighten the chapter regarding these problems.
3. Formulate a strategy which includes chapter scholarship goals, remedial measures, and incentives, and which assigns specific individual responsibilities.
4. Submit the plan for chapter approval. People tend to support what they help create! If you can sell your plan to the chapter, and each member has a voice in the plans adoption, you will likely get more commitment.
5. Implement your chapter plan immediately! Don’t wait and let the momentum diminish. Stick to your standards, and keep the chapter informed of problems and accomplishments.
6. Evaluate continually, adding new ideas and techniques. Analyze failures as well as successes.

Specific duties of the scholarship committee include the following;
1. Developing programs and policies for the entire chapter
   a. Study recommendations
   b. GPA goals and methods to attain them
   c. Quiet hours
   d. Study and project work areas
   e. Monthly presentations at the chapter meetings
2. Developing programs for new members
   a. Study recommendations
   b. GPA goals and methods to attain them
   c. Study halls or study tables
   d. Academic orientation workshop (study skills and time management)
   e. Method to monitor academic progress
3. Establishing incentives and awards
   a. Weekly, monthly or end of term motivations
   b. Semesterly/ quarterly recognition and awards
4. Plans for members below bylaws minimum requirement
   a. Individual study programs, study halls, tutoring, etc..
   b. Plans coordinated with chapter social chair
5. Plans for holdover new members
   a. Individual study programs, study halls, tutoring, etc..
   b. Plans coordinated with new member educator and chapter/ faculty adviser
3. Scholarship Information for New Members

The new member period is an extremely important because it is a time when they are in a very impressionable stage of their lives. If an effort is made at this time to instill in the new members the desire to do well scholastically, chances are that there will be a good response. The best single tool that can be used to encourage new members to do well academically is of course the setting of good examples by the members of the chapter.

Many students, especially new members, attend college without really having mastered the skills of a good student- how to take notes, study, prepare for exams and write papers. Most acquire these skills sometimes during school, but others graduate without ever having developed these abilities. Emphasis should be placed upon helping new members develop these skills as soon as possible. The scholarship chair should establish a study program geared to help the new members, including the following basic topics.

1. The technique of study: organizing study time, developing a productive environment and following an appropriate study pattern.
2. Evaluating of reading ability with an appropriate program of improvement if weakness are discovered.
3. Techniques in preparing for and taking exams.

The program should provide informative ideas on the development of techniques, giving new members the opportunity to develop their own potential. All the scholarship chair can do is offer help to individuals who are interested in using that help. The effort must come from new members.

Six Reasons Why Freshman Fail at College

- Insufficient time for study:
  - This is believed to be the principle reason why freshman fail. The remedy lies in budgeting your time.
- Ineffective study methods:
  - Most failing freshman say they don’t know how to study, and in most cases they haven’t tried very hard to learn. The best way to learn to do anything is to do it.
- False sense of security:
  - Don’t be satisfied with intellectual task carelessly done. Always strive to be ahead in class.
- Bad advice from upperclassmen:
  - Occasionally an upperclassman may tell you that you can get along without studying very hard. Disregard such advice because everyone is different.
- Working your way through college
  - Some freshmen fail because they are trying to carry a heavy schedule of studies with a part-time job. Balance your time wisely by reducing your work or study schedule.
• Social and extra-curricular activities:
  - Planning the use of time with a proper balance between time assigned to
    scholastic work and time assigned to non-scholastic activities is a problem of
    college students. You can balance both and find time for what you want to do.
    Remember that nine-tenths of the time responsibility for your success or
    failures lies with you.

4. Scholarship tips and ideas

The following collection of possible programming ideas for scholarship is
intended to provide a variety of resources which chapters can adapt as needed.

Motivation
  1. Live by examples (we are leaders and should be setting the standard)
  2. Try to get rid of negative connotations.. try to reinforce good behavior
  3. Advertise scholarship information/ rankings in the school newspaper
  4. Give the facts about how much money is wasted every time you miss a class, etc.
  5. Make things mandatory- bring back struggling members with positive feedback
  6. Implement and enforce a fine system
  7. Point system with prizes awarded at the end of a term/ semester

Making scholarship a priority and improving GPA’s
  1. Raise standards and set a “Goal” GPA
  2. Tutor programs-member below standards are required so many hours with a tutor
  3. Limit the number of functions within chapter
  4. Proctor hours done by everyone
  5. Rewards and awards (letters to parents, money, scholarships)

Tutorial Assistance
  1. Designate members who have strong scholastic background
  2. Use bulletin board to list members, majors and areas they can tutor
  3. Have a faculty advisor to help with struggling members or new members

Penalties, consequences and policies
  1. No offices held in chapter if don’t meet requirements
  2. Cannot have a little brother or sono
  3. Social probation or active suspension if grades are not at standard.

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