Alumni Association Club Scholarships 101

Overview:

- Scholarships are distributed every fall and spring semester during the first two weeks of classes.

- Every spring, clubs will submit the scholarship request form detailing the name of the recipient and amount of each scholarship. The request is for the upcoming fall and spring semesters. The clubs decide what scholarships get awarded and to whom.

- The University of Oklahoma matches every scholarship in the form of a tuition waiver up to $2,500 a year ($1,250 each semester).

- The Alumni Association will submit all necessary documentation to Financial Aid to process the tuition waiver and to the OU Foundation to process the recipients check.

Request Form. The request form is sent back to the Alumni Association outlining the name and amount for each scholarship recipient.

Note: Due to the requirements set forth by the Foundation, this form must be returned before any scholarships are awarded.

Scholarship Application. The Alumni Association has provided a scholarship application template. If the club chooses, they may use their own template for the scholarship application process. However, the club must at a minimum include the information requested in the template. Please make sure the club’s specialized template has been approved by the Alumni Association and on file in the OU Alumni Association. For approval please send your template to Jill Stephens at jills@ou.edu.

Confidentiality Agreement. The confidentiality agreement must be completed and faxed back to the Alumni Association in order to use OU’s Freshman Scholarship Application in the scholarship selection process. Once the scholarship recipients have been chosen, the club is responsible for destroying or shredding all student information the club has received.

The Freshman Scholarship Application Process is something the Alumni Association is offering to the clubs/societies for the first time during the Fall 2010 and Spring 2011. With the help of Recruitment Services, the Alumni Association can provide your club with a list of students from your area that have been admitted to OU and applied for the general scholarships. The club can review that list and award scholarships that meet the criteria set forth by the club. For more information about this process please contact Jill Stephens at jills@ou.edu or (405) 325-2056.

We have provided examples of an award letter and award certificate that clubs can use.