

## **Knights Scholarship to do list:**

- Select your team – You should have 4-5 knights to process/grade applications. These knights should not be directly involved with the eligible seniors. Every attempt should be made to keep the judging anonymous.
- Meet with your team early in the school year (September/October) to set up dates/time lines.
- Create your application. Use the one from the previous year as a template. Have someone double check you editing. Keep in mind that if you are working on this it is for the following year. For example. If preparing the application for 2018, you will most likely be doing it in the fall of 2017.
- Post the application on the council web page.
- Create an insert for the Sunday bulletin. Make sure you allow plenty of time for the insert to be created and delivered to the SMA front office.
- If allowed, make an announcement at Mass. Make sure it is announced at Life Teen as well. If we have an active Life Teen core team member in the council, it works well to have him champion the scholarship with the Life Teen Seniors
- Set up a secure way to receive the applications.
- Once all applications have been received, they need to be copied and then the copies need to have personal identifying information concerning the applicant blacked out.
- Update the score sheets for the number of applicants.
- Distribute the blacked out applications and score sheets to your team.
- Remove the application link from the website.
- Collect the score sheets and tally the results
- Coordinate with the parents and the Grand Knight for awarding the scholarship at a business meeting.
- Deliver the check and prepare a brief comment as to why the applicant was awarded the scholarship.