



USF Foundation Scholarships Awarding Committee Guidelines

Responsible Office/Department

All colleges & units awarding Foundation scholarships

Contact

Director, Office of Foundation Scholarships
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Overview

This document outlines the guidelines that awarding units must adhere to when utilizing a committee for the selection of Foundation scholarship recipients.

Guidelines for Scholarship Committees

Selection committees are responsible for ensuring and maintaining confidentiality and transparency of the candidate consideration and recipient selection process.

Selection committees should be comprised of current employees of the University of South Florida who have completed FERPA training.

Selection committee members should be familiar with the award criteria as established by the gift agreement or other document establishing the fund purpose and criteria. Questions regarding criteria may be addressed to the Office of Foundation Scholarships.

Conflicts of interest must be declared and a member with a conflict will be recused from the deliberations of the committee. Guidance regarding conflicts of interest may be addressed to the Office of Foundation Scholarships.

Development Officers/Fundraisers are not permitted to participate in the selection of recipients.

Any signer to the fund is not permitted to participate in the selection of recipients.

Due to IRS regulations, donors are not permitted to select recipients to their scholarship fund.

The date(s) and time(s) of committee selection meetings must be documented along with the names and titles of all participants in the selection process. In addition, all notes relating to the selection of recipients must be documented. These notes must be retained by the committee chair for a period of at least five (5) years.

Any committee structures that vary from these guidelines must be approved in advance by the Director of the Foundation Scholarship Office.