

# **Knights of Columbus**

## **Scholarship Award Scoring Guidelines**

February 19, 2019

### **Section A - General**

- Scholarships are awarded to deserving male or female candidates based upon their SAT/ACT Test Scores, participation in extracurricular activities and financial need. The scoring system used by the judges attempts to identify well rounded individuals.
- Scholarships are awarded by members of the Knights of Columbus scholarship committee. There must be at least 3 judges on the scholarship committee.
- Scores are assigned to 9 areas on each scholarship application. These are listed below in no specific order:
  - SAT/ACT test scores
  - Work experience
  - Community Service
  - Honors and Awards
  - Leadership roles
  - Participation in extracurricular activities
  - Written Essay
  - Participation in parish activities
  - Financial need
- To promote impartiality, members of the scholarship committee evaluate application forms which are uniquely numbered but do not show the name of the applicant. The names of the scholarship applicants are advised only after the winning candidates have been selected.
- Any questions concerning this application form should be addressed to Ed Hoepfner, Scholarship Committee Chairman, at 210-247-8543.

### **Section B - Scholarship Application Form Due Date**

Completed scholarship application forms must be submitted by Close of Business on the Due date shown on the application. For 2019, the completed forms must be submitted by 5 pm on **Friday, April 5**.

Hard copies of the completed application form can be returned to the receptionist in the St. Peters Catholic Church parish office.

Online submission of scholarship application forms is not currently permitted since e-mails containing the completed scholarship application form may be lost in the ethernet or the delivery may be delayed beyond the due date and time.

### **Section C - Scoring the Application Forms**

- A maximum of 700 points can be awarded to each applicant.
- Except for the committee chairman, judges on the scholarship selection committee are not told the name of the person appearing on the scholarship application forms that they are judging. A unique and generic ID number, e.g. 01-19, 02-19 etc. is provided on each completed application form before it is distributed to the judges.

- As discussed in Section A above, scores are assigned to 9 different areas. The 9 different areas in the evaluation carry different weights, emphasizing the importance assigned to that area. For example, community service is weighted more heavily than work experience. The goal is to select a well-rounded individual.
- Judges assign a score of 0 to 5 points to each of the areas shown below for each applicant. These scores are then multiplied by a weighting factor as discussed above.
  - Work experience
  - Community Service
  - Honors and Awards
  - Leadership roles
  - Participation in extracurricular activities
  - Written Essay
- Judges assign a score of 0-50 points for Participation in Parish Activities and for Financial Need.
- The score for the SAT/ACT test score is automatically assigned based upon the information provided by the applicant.
- Guidelines for assigning scores to the various sections are provided in the sections that follow in this document.
- Winning applicants are selected based upon the total scores for each candidate without regards to other scholarships awarded to the applicant by other parish organizations.

## **Section D – General Instructions**

Judgments aren't arbitrary. Rather, they are a way to take into consideration the many different strengths and characteristics possessed by the scholarship applicants.

There are **at least three** judges on the scholarship committee and only the committee chairman knows the identity of the person on each application form.

Scholarships are awarded to the applicants with the highest overall scores for the application. For example, Judge X has a total score of 650 for applicant #1. Judge Y has a total score of 585 for the same applicant and Judge Z has a total score of 605. All three scores are added together resulting in a total score of 1,840. This is the final score for Applicant #1.

All applications must conform to the rules and regulations set forth by the Knights of Columbus Trustees & Officers. Judges may only consider applications that comply with the rules and are submitted by qualified applicants. Judges must evaluate applications using the merit standards, as detailed in the sections below.

It is expected that each applicant will provide all of the information required to properly evaluate and score the application. The applicant will not normally be contacted if information is missing on the application form.

If required information is not provided, a score of 0 will be assigned to the section with the missing information.

- Make sure that you provide the information required to assign a score for the 9 areas. This is especially critical in Section III of the application form where space on the form is limited. Provide details and do not be vague. For example, if you do not provide information about leadership positions you have held, the judge must award you a score of “0” for that area.
- If you cannot fit all of the information in the boxes of Section III, include the information in a separate page(s) and attach it to the form.
- *Please double check your application form before submitting it.*

## Section E – Scoring Guidelines

### **IMPORTANT**

**For those sections with 0-5 ratings, judges are to use the following as a guide when evaluating the applications.**

- 5–Outstanding**—All of the applicant’s application materials exemplify superior or exceptional characteristics that contribute to the specific criterion.
- 4–Excellent**—The applicant’s application materials illustrate extremely strong, but not exceptional, characteristics contributing to the standard. The reviewer may have a reservation, but there are redeeming features to compensate for or outweigh the reservation.
- 3–Strong**—The applicant’s application materials demonstrate strong characteristics; however, the reviewer may have reservations.
- 2–Average**—While the applicant’s application materials are satisfactory, the reviewer may have major reservations. Certain evaluation characteristics related to the criterion are not present.
- 1–Below Average**—The applicant’s application lacks certain requested materials. The materials present are not satisfactory.
- 0–Weak**—The applicant’s application is considerably incomplete with inadequate materials present.

**For the 0-5 rating sections, judges may assign a score that includes up to one decimal point. For example, a judge may assign a person a score of 3.5. Assigning fractions of scores is permissible but is not required.**

## Part 1: Test Scores — Maximum 250 Points

The scores for this section are based upon the scores achieved by the applicant on the SAT **or** ACT exams. This information must be shown in Section I of the scholarship application form, and the score is assigned based on the highest composite ACT/SAT score submitted on the application.

### SAT scores

Compare the applicant’s best composite SAT score with Table 1 “Test Scores” on the next page. Note that the SAT score should be the total of the written and math sections. Both the math and the written sections award scores of 200-800 points each, resulting in a maximum possible score of 1600 points.

The applicant’s scholarship application form should show the composite score – i.e. the total of the written and math scores. If only 1 of these scores is provided on the application form, the chairman may contact the applicant and attempt to get the missing score. However, he is not required to do so. **Judges should not assume a score for the missing number!** If the missing portion of the composite score cannot be provided, select the score based upon the single score that was provided. *For example, if only the math score is provided, and the written section cannot be obtained, award the number of points from Table 1 based only on the math score. If no components of the SAT score can be provided, and the applicant did not provide an ACT score, score a “0” for this section.*

ACT Scores

ACT scores range from 1-36 and are a composite of English, reading math and science. If the score is missing, the chairman may, but is not required to contact the applicant and attempt to obtain the missing score. If the ACT score cannot be provided, and the applicant did not provide an SAT score, score a “0” for this section.

Important: if the applicant has taken the SAT tests more than one time, or has taken both the ACT and SAT tests, the score on the scholarship application should be assigned based upon the highest ACT/SAT score achieved.

**Table 1: Test Scores**

Test Scores		Scholarship Points Awarded		Test Scores		Scholarship Points Awarded
SAT	ACT			SAT	ACT	
1600	36	250	1130-1160	25	200	
1540-1590	35	248	1090-1120	24	178	
1490-1530	34	245	1050-1080	23	156	
1440-1480	33	243	1020-1040	22	134	
1400-1430	32	239	980-1010	21	111	
1360-1390	31	236	940-970	20	89	
1330-1350	30	234	900-930	19	68	
1290-1320	29	228	860-890	18	45	
1250-1280	28	223	820-850	17	23	
1210-1240	27	218	770-810	16	11	
1170-1200	26	211	Below 770	Below	0	

*Example:*

Application candidate #01-19 received a composite score of 1220 on his SAT exam. Based on the information in Table 1, this resulted in a score of 218 points for the Test Score Section.

## **Part 2: Work Experience (Judge's score x 10. Maximum of 50 points)**

Judges are to review the information provided in the "Work Experience" section of the application form at the bottom of Page 1 and assign a score of 0-5 points. On the worksheet, the judges score of 0-5 is multiplied by 10, resulting in a maximum score of 50 points for this section.

Scoring in the work experience category is based on the types of work and approximate total hours worked in the Freshman, Sophomore, Junior and Senior years. Work includes time spent working on a family farm/ranch or in a family business, even if the applicant was not paid.

***Applicants: Make sure you provide details about the type of work you performed during your Freshman, Sophomore, Junior and Senior Years as well as the approximate number of hours worked each week. Describe your commitment to the job(s). If the information does not fit on the application form, attach an additional page with the information to the application form.***

### **Part 2: Work Experience (0-5 Points) X 10 = 50 Maximum Points**

Rate the applicant based on work experience throughout his or her high school career.

Is employment during the school year done while maintaining academic excellence and service in school and community activities? Did the applicant overcome adverse family, social or economic conditions and still achieve? Does the applicant work full time during the summer?

Compare the amount of employment to community service and involvement in extracurricular activities. Take into consideration whether the applicant spends a significant amount of time at a part-time job, since other outside activities might be limited by this commitment.

#### *Example:*

Refer to the Work Experience Section. Candidate 01-19 lists the approximate total hours of employment for the past three years. Based on the candidate's total hours, types of work, and commitment to the work, etc., the judge assigns the candidate a rating of 4.5. Take  $4.5 \times 10$  to get 45, the Work Experience score. This is out of a possible 50 points.

## **Part 3: Community Service (Judge's score x 10. Maximum of 50 points)**

Refer to Section III of the application form and assign a score of 0-5 points. In the worksheet, the judges score of 0-5 is multiplied by 10, resulting in a maximum score of 50 points for this section.

We are interested in the type of activity, the commitment to the activity, and the approximate total hours of community service during the Freshman, Sophomore, Junior and Senior years.

**Part 3: Community Service  
(0-5 Points) X 10 = 50 Maximum Points**

Rate the applicant based on community service participation throughout his or her high school career. *Do not consider participation in specific parish activities in this section, as that is scored in a separate category.*

Look at the applicant's motivation to serve and his or her volunteer activities. Is there evidence of meaningful contributions to the community? Is the applicant giving back to his or her community unselfishly?

Compare the amount of community service to work experience and involvement in extracurricular activities. Take into consideration whether the applicant spends a significant amount of time at a part-time job, since activities might be limited by this commitment.

*Example:*

Refer to the Section III of the application. Candidate 01-19 lists the types of community service performed for the past four years. Based on the candidate's total hours, types of activities, commitment to the activities, etc., the judge assigns the candidate a rating of 4. This score will be multiplied by 10, resulting in a total score of 40 for Community Service. This is out of a possible 50 points.

**Part 4: Honors and Awards (Judge's Score x 10. Maximum of 50 points)**

Judges are to review the information presented in Section III of the application form and assign a score of 0-5 points. In the worksheet, the judge's score of 0-5 will be multiplied by 10, resulting in a maximum score of 50 points for this section.

Honors and awards represent significant achievements while the applicant was in Freshmen through Senior grades. Review the information in Section III of the application to see if the applicant has received any honors or awards.

**Significant Honors and Awards**—Honors and awards must be significant to be counted. The following is a list of honors and awards that are felt to be significant. The final decision determining which awards and honors are significant is up to your judging panel; these are just some basic guidelines as to what is generally considered significant.

Award significance may vary from location to location. This list is not inclusive. Judges are to use the list as a guide - and should be consistent when considering awards not listed here.

- Eagle Scout Award
- Girl Scout Gold Award
- Teen of the Year
- AP Scholar
- Major academic awards
- Statewide or National Conference Attendee at an appropriate conference
- National Merit semi-finalist/finalist
- Major athletic awards
- (In general, count "... of the Year" awards but not "... of the Month" awards)

If no significant awards are shown on the application, judges should score a "0" for this section.

**Part 4: Honors and Awards****(0-5 Points) X 10 = 50 Maximum Points**Honors and Awards—Refer to Section III of the application.

Rate the applicant based on the quantity and quality of his or her honors and awards. Look at the depth and breadth of the applicant's honors and awards. Refer to the guidelines on significant awards (see examples listed above) to assist in your judgment.

An exceptional applicant has national and/or international honors and awards, as well as state and regional honors and awards.

An average to strong applicant has significant state and regional honors and awards, as well as significant honors and awards at the community and school levels.

A weak applicant has no significant honors and awards.

*Example:*

Refer to Section III on the application form. Candidate 01-19 lists the honors and awards received for grades 9 through 12. Based on the quality and quantity of the candidate's honors and awards, the judges assign this person a score of 3.6. Take  $3.6 \times 10$  to get 36, the Honors and Awards score. This is out of a possible 50 points.

**Part 5: Leadership (Judge's Score x 15. Maximum of 75 points)**

Judges should use the information provided in Section III of the application form to assign a score of 0-5 points. In the worksheet, the judges score of 0-5 will be multiplied by 15. In this category, the applicant can earn up to 75 points based on the leadership roles he or she has assumed in the Freshman through the Senior grades.

The applicant should provide information about the organization name, years involved, duties of the leadership position and an idea of the hours-per-week time commitment served as a leader.

**Part 5: Leadership****(0-5 Points) X 15 = 75 Maximum Points**Leadership—Refer to the Section III of the application.

Rate the applicant based on his or her leadership ability. Look at the applicant's position(s) of leadership and the responsibilities held in that leadership role. Consider any leadership roles the applicant has assumed in specific parish organizations.

Has the applicant held leadership positions with an increase in responsibility and leadership across the four years as reflected by increasingly higher positions held? Has the applicant forged frontiers in activities? Do the leadership positions demonstrate a passion for the activity? Has the applicant taken advantage of all the leadership opportunities available to him or her?

*Example:*

Candidate 01-19 has several activities and leadership roles listed in this section of the application. Based on the amount of time spent each week, responsibilities held, and years involved in each activity, the candidate is assigned a rating of 3.8. Take  $3.8 \times 15$  to get 57, the Leadership score. This is out of a possible 75 points.

## **Part 6: Extracurricular Activities (Judges Score x 10. Maximum of 50 points)**

Judges should review the information provided in Section III of the application form and assign a score of 0-5 points. In the worksheet, the judges score of 0-5 will be multiplied by 10, resulting in a maximum score of 50 points for this section.

In this category, the applicant can earn up to 50 points based on extracurricular activity involvement in the Freshman through Senior grades.

In this section of the application, the applicant lists extracurricular activities they have participated in. However, judges should not consider participation in specific parish activities when assigning a score to this section – it is scored in another section.

The applicant should list the organization name, years involved and give some idea of the hours-per-week time commitment of the extracurricular activity. The judge should assign a score for this section based on the breadth and quality of extracurricular involvement. The candidate should provide information on a separate sheet if there is insufficient space on the scholarship application form.

### **Part 6: Extracurricular Activities (0-5 Points) X 10 = 50 Maximum Points**

Extracurricular Activities—Refer to the Section III of the application.

Rate the applicant based on the breadth and quality of his or her activities. Look at the hours-per-week commitment and the years involved. *Do not consider participation in specific parish activities in this section, as that is scored in a separate category.*

Does the applicant reflect a commitment to school activities through continued participation across the four years in a variety of activities?

An exceptional applicant is actively involved in many quality organizations, sports, etc., and devotes extraordinary amounts of time/effort to activities. The applicant is committed, and his or her special talents stand out.

An average to strong applicant has been involved in several clubs, participated in a few sports, and may have expertise in a particular club or activity.

A below average to weak applicant has some involvement in organizations and is perhaps in a few clubs or athletic teams, but has no real commitment to the activity. The applicant may lack persistence through the years. The weaker applicant has little or no involvement in organizations.

#### *Example:*

Candidate 01-19 has several activities and leadership roles listed in this section of the application. Based on the amount of time spent each week, responsibilities held, and years involved in each activity, the candidate is assigned a rating of 4.0. This score is multiplied by 10 resulting in a score of 40 for Extracurricular Activities. This is out of a possible 50 points.

## Part 7: Essay (Judges Score x 15. Maximum of 75 points)

Judges should evaluate the applicant's essay and assign a score of 0-5 points. In the worksheet, the judges score of 0-5 will be multiplied by 15, resulting in a maximum score of 75 points for this section.

The applicant was instructed to answer the following question "How do you hope to change the world?"

The essay must be typed and double spaced, 250-300 words.

Judges should evaluate the essay and judge how well the question was answered in the essay. What do you think of the applicant's response? Is it well written? Does it specifically address the question? Will this applicant make us proud to call him or her a Knights of Columbus scholar?

If a decimal is assigned to the score and this results in a fraction when multiplied by the weighting factor of 15, the resulting number should be rounded UP to the next whole number. For example, if a score of 3.7 is assigned for the essay, this will result in a score of 55.5 when multiplied by 15. For this case, the score should be rounded up to the next whole number which is 56.

### Part F: Essay

#### (0-5 Points) X 15 = 75 Maximum Points

Essay—Refer to the applicant's essay.

Rate the applicant based on the mechanics, style and content of the essay. Essays should be clearly written, well organized and should sustain a well-focused discussion on the topic posed in the question. The writer should explore ideas with insightful reasoning, persuasive examples, a mature outlook and a deep concern for society.

#### Example:

Candidate 01-19 wrote a good comprehensive essay. Based on the judge's judgment, the candidate is assigned a rating of 4.1. In the Excel worksheet this score of 4.8 is multiplied by 15, resulting in a score of 72 for the Essay section. This is out of a possible 75 points.

## Part 8: Parish Participation — Maximum of 50 Points

Judges should refer to Section III of the scholarship application form and assign a score of up to 50 points for participation by the applicant in parish activities.

This section awards bonus points to applicants who actively participate in parish activities. The candidate can also earn separate points for participation in Extracurricular and Leadership activities not related to parish participation, as discussed in Parts 5 & 6 earlier in this document.

Activities that could be considered when evaluating parish participation include but are not limited to:

- Being a Lector at mass
- Attendance in Life Teen events
- Altar servers
- Leadership positions in church events and activities
- Serving as a volunteer at the church festival

If the application form does not clearly indicate participation in church activities, a score of "0" should be assigned to this section.

*Example:*

Candidate 01-19 indicated in Section III that the candidate had held a leadership role in the Life Teen organization, and also served as a Eucharistic Minister and Usher at teen masses. Based on these activities the judges assigned the candidate a score of 35 for Parish Participation. This is out of a possible 50 points.

## **Part 9: Financial Need — Maximum of 50 Points**

The financial need portion of the application helps the Knights of Columbus to ensure that we're awarding scholarships not just to outstanding scholars and leaders, but to outstanding scholars and leaders who demonstrate the greatest need for our assistance. To determine this need, it is necessary to have an understanding of the family's total financial strength. This includes the following categories: family size, number of dependents and number of other children (not parents) in college.

**Consider the information provided in Sections I and II of the application form.**

**Dependents.** Review the number of people in the applicant's family, not including parents, who receive the majority of parental financial support in the last 12 months.

**Children in College.** Determine how many children within the family will be in college during the 2019-20 academic year. Consider this information when selecting the score in the range.

**Single Parent.** Determine whether the applicant is being raised by a single parent. Consider this information when selecting the score in the range.

Based on the information provided on the application, assign a score of up to 50 points for financial need. If there is no obvious need for financial need, a score of "0" should be assigned to this section.

*Example:*

Candidate 01-19 indicated in Sections I and II that the candidate's mother was widowed and that there were no other children attending college. Based on this information the judges assigned the candidate a score of 20 for Financial Need. This is out of a possible 50 points.

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## **Part 10: Total Score**

Each judge on the committee panel will score the application. After each member has scored the application, the scores of the entire panel are totaled to get the final score for the applicant.

Total Score Example: In the earlier sections of this guideline, Candidate 01-19 achieved the following scores from Judge "X":

○ SAT/ACT test scores	218
○ Work experience	45
○ Community Service	40
○ Honors and Awards	36
○ Leadership roles	57
○ Participation in extracurricular activities	40
○ Written Essay	61
○ Participation in parish activities	35
○ Financial need	<u>20</u>
	Total Points 552

Total Score from Judge "X" 552

Final Score Example: Assume Judge "Y" awards Candidate 01-19 a score of 615 points and Judge "Z" awards the candidate a score of 472. The total score for this candidate is calculated as follows:

Judge "X":	552
Judge "Y"	495
Judge "Z"	571

The final score for Candidate 01-19 is the sum of these number which equals **1,618 points**

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**Remember – Double check your application before it is submitted to make sure information has been provided for each of the 9 categories on which the application is judged.**

**Use additional pages to provide the information, if necessary.**

**Points cannot be awarded if the necessary information is not provided.**