

Club Checklist

Rotary District 5520 Ambassadorial Scholar Selection

- Print the *Program Guide for Rotarians* that covers the Ambassadorial Scholarship. It is available electronically on the web (www.rotary.org or www.rotary5520.org/scholarships)
- Promote the Ambassadorial Scholarship opportunity in your community.
 - Print & distribute the scholarship brochure and application form to potential applicants. (Note that the brochure and application are available electronically from the web or from the district. Many applicants will be able to use the electronic format.)
 - Choose a Rotarian to answer questions from candidates and to receive applications.
 - Note on the “District Endorsement” pages of the scholarship application form that the Rotary Foundation encourages districts to select candidates whose proposed fields of academic study are congruent with the “RI Menu of Service Opportunities.” A list is included in the scholarship application.)
 - Note that candidates cannot be directly related to any Rotarian. Candidates cannot be Rotarians, Honorary Rotarians, or employees of a club, district, or other Rotary entity or of Rotary International. Spouses, lineal descendants (child or grandchild by blood or legal adoption), spouses of lineal descendants, and ancestors (parent or grandparent by blood) of persons in the foregoing categories are also ineligible. Please note that Rotarians and their relatives remain ineligible for scholarship awards for 36 months after a Rotarian has resigned from club membership.
 - Our district has historically awarded “Academic-Year” scholarships, as opposed to the “2-Year Multi-Year” or “Cultural” scholarships. Candidates will be in a better position to compete at the district interviews if they are applying for an “Academic-Year” scholarship.
- Review applications as they come in for completeness. Use the “Application Cover Sheet” to confirm that all parts of the application are included.

- Encourage applicant(s) to visit www.rotary.org and www.rotary5520.org
You may want to assign a coach to the applicant to share about Rotary and about your club. Knowledge of Rotary will definitely benefit your candidate when he or she competes at the district interview!
- Invite each candidate to a Rotary meeting. (If you have more than one application, you may want to invite each applicant to a separate Rotary meeting.) Have the applicant introduce him/herself and briefly share why they are applying for the scholarship.
- Interview each applicant. For convenience, you may want to interview applicants after the Rotary meeting they visit. (Appendix A of the *Program Guide for Rotarians* lists suggested interview questions. Appendix B is a suggested interview evaluation form.) If possible, two or three Rotarians should conduct the interview with the candidate. Your club interview will help your candidate prepare for the district competition!
- If you feel the applicant is a good candidate, complete and sign the club endorsement page of the scholarship application. If you feel the applicant is not a good candidate for the scholarship, *do not send the application on to district competition!* You will be wasting both your applicant's and the district committee's time.
- Send completed applications to the district committee contact listed in the Application Cover Sheet. *Make sure applications are complete. Incomplete applications will be returned or delayed!*

Note: If you have any questions about the scholarship or the application process, please contact:

Michael Cleary Rotary Club of Carlsbad 206 Taylor Circle Carlsbad, NM 88220 Phone: 505.887.6848 [h] 505.234.9220 [w] Email: mcleary@cavern.nmsu.edu
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