Pre-Microfilm Inventory

Collection: Bowling Green State University
Administrative Staff Council, UA-022

Location: Bowling Green, Ohio

Title of Series: Scholarship Committee

Inclusive Dates: 1984-1987

Format: Bound_ Loose

Order: Alpha Chronological Numerical

Index: Included Separate None

Notes

1. Colored Paper
2. Colored Ink
3. Photocopies
4. Damaged Paper
5. Post-It Notes
Administrative Staff Scholarship Program

Timetable

Discussion of scholarship proposal with Alumni and Development Office; Sub-Committee on Scholarship program meets with James Hodge and Larry Weiss to discuss the concept in general terms.

First consideration of the proposal by the ASC Scholarship Sub-Committee. Discussion of the sub-committee included identification of the major steps of a scholarship drive, development of a timetable for implementing the program, and identification of possible criteria for the scholarship.

September 21, 1984

September 27, 1984

October 4, 1984

November, 1984

December, 1984

January and February, 1985

Proposal finalized by sub-committee with report to ASC.

Proposal Approved by ASC.

Pre-pledge, sign-up drive among members of ASC.

Kick-off of solicitation drive for the administrative staff in conjunction with the University's 75th Anniversary.

March 1985
Administrative Staff Scholarship Program

Contributions
Solicitation Network
Identification of Scholarship Candidates
Awarding Scholarship

A. Contributions

1. The solicitation campaign will be conducted annually. The options for contributions are as follows:
   a. one-time gift
   b. pledge per month contribution with no termination date
   c. pledge per month with termination date

2. The suggested minimum contributions are as follows:
   a. $ one-time gift.
   b. $5 per month

B. Solicitation Network

The communication network to be established by ASC will serve as the solicitation network. This should mean that each ASC member will contact about ten administrative staff members.

C. Identification of Scholarship Candidates

1. Self nominated.
2. Nominated by administrative staff employee.
3. Open nomination.

D. Determination of Scholarship

An ASC Scholarship Committee will determine the recipient of the award.
Administrative Staff Scholarship Program
Goal and Objectives

Goal and Objective:

.GOAL

The goal of the Administrative Staff Scholarship Program is to establish an endowed scholarship to be awarded annually to a student of Bowling Green State University who has demonstrated (criteria).

.OBJECTIVES

1. To establish an Administrative Staff Scholarship Program by December, 1984.

2. To conduct an annual giving program, commencing in March, 1985, whereby Administrative Staff can contribute to an Administrative Staff Scholarship.

3. To attain a minimum corpus of $5,000 for the Administrative Staff Scholarship by March, 1986.

4. To award the Administrative Staff Scholarship according to the established methods and criteria by May, 1986.
Administrative Staff
Scholarship Program

Schedule

November 1, 1984  Preliminary report of survey results.
January 10, 1985  Proposal finalized with report to ASC.
February 7, 1985  Pre-pledge, sign-up among members of ASC.
March, 1985      Kick-off of solicitation drive for the administrative staff.

Revised 10/29/84
SURVEY RESULTS AS OF 10/29/84

Administrative Staff Scholarship

A. Criteria. Please check the criteria that you feel should apply to the scholarship.

a. Should the recipient have financial need?
   - 35 YES
   - 23 NO

b. Should the recipient demonstrate academic excellence?
   - 54 YES
   - 3 NO

   If yes, should academic excellence be demonstrated by:
   - 30 Grade Point Average
   - 24 Academic Standing In Class (e.g., upper 20%)

c. Should the recipient demonstrate service to the University?
   - 33 YES
   - 23 NO

   If yes, what kinds of service should be demonstrated?

d. Should the scholarship be limited to:
   a. Residents of Ohio?
      - 19 YES
      - 38 NO
   b. Upperclass students (e.g., sophomores, juniors, seniors)?
      - 36 YES
      - 23 NO
   c. Student employees?
      - 14 YES
      - 43 NO

e. Please list other criteria that you believe should be attached to the scholarship, if any.

B. Do you support the scholarship program?
   - 52 YES
   - 5 NO

C. Comments:

Return by Monday, October 29, to Bob Arrowsmith, 305 Student Services Building.

Total Surveys Returned 59
What kinds of service should be demonstrated?

Service in BG community  
Service in non-academic organizations  
Service that has an impact on others  
Student government  
Committees  
Extra-curricular activities  
Leadership in residence halls  
Student guide  
Student type activities  
Volunteer work  

Involvement in campus programs  
Involvement in professional programs  
Leadership  

Why service should not be considered.

Could be incoming freshman with no record of service at University  
May be academically oriented with little time for service  

Other criteria.

Child of administrative staff  
Demonstrate effective utilization of time  
Knowledge of educational values  
Liberal arts student  
No disciplinary record  

Outstanding citizen  
Must have completed one full term  
Not a dependent of fee waiver  
Not related to BGSU employee  
Consider work experience  

Comments.

Consider non-traditional students  
Personal interview with finalists  
Need and academic excellence should be the primary criteria  
No minimum pledge  
Very stringent criteria needed given the size of the pool  
Candidates should submit an essay  
Any kind of employment should be considered  

Should be a grant for service rendered  
Should also be for incoming students  
Concentrate on well-rounded activities and academic excellence  
Limit to those who must work  
Academic promise not academic excellence  
Students should apply not be nominated
MEMORANDUM

TO: Administrative Staff Council Members

FROM: Bob Arrowsmith, Assistant Vice President for Student Affairs;
Student Services and Financial Affairs

RE: Scholarship Program

Those members of the Administrative Staff Council who attended the ASC
meeting on October 4 received printed information and heard details about
the proposed Administrative Staff Scholarship Program. The discussion
identified a need to contact administrative staff members about the
program to solicit their views. The method agreed upon to contact the
administrative staff members was the communication network recently
established by ASC.

The primary concern was with the criteria to be used in selecting recipi­
ients of the proposed scholarship. It was felt that all administrative
staff members should have the opportunity to make their views known with
respect to the criteria. Additionally, there was some sentiment for
identifying the measure of support for the program.

The attached survey has been developed to assist members of the ASC
in soliciting the views of those administrative staff members assigned to
them by the ASC communication network. You are being asked to make the
contact by distributing the survey and by providing additional information
about the proposed scholarship program when requested. As noted, completed
survey forms are to be returned to Bob Arrowsmith, by Monday, October 29.

rb

Attachment
Administrative Staff Scholarship Fund

Goal: Establish a scholarship endowment fund through the Bowling Green State University Foundation with the intent of using the interest for scholarships.

Funding: Yearly fund drive to ask each of the 300 members of the Administrative Staff to contribute at least $12 a year equivalent to a contribution of $1 a month via both personal contribution or payroll deduction.

How: Each year, a committee be established to do two things:
   1) handle the fund drive
   2) distribute scholarship

Reasons for Such a Project:
Provide much needed scholarships to Bowling Green State University students.
Provide a visibility for Administrative Staff.
Increase amount of interest available for disbursement.
Will not interfere with current University fund drives.

If approved today for further review:
   1) Need a committee of 3 or 4 volunteers to coordinate this project.
   2) Meeting with Larry Weiss and Jim Hodges.
   3) Prepare formal proposal to be presented next ASC meeting (October 4) followed shortly thereafter by the actual fund drive.
   4) Develop for approval a formal agreement with the Foundation.
Administrative Staff Scholarship Program

The Administrative Staff Council is currently considering a proposal that would establish an endowed scholarship to be given to a student at Bowling Green State University. The principle of the scholarship would be $5,000 with interest being disbursed in the form of the actual scholarship. The $5,000 would be solicited from among members of the administrative staff with the total amount raised by 1986.

You have been given this form by your representative to the Administrative Staff Council as a way of soliciting your views on support for the scholarship and the possible criteria to be used in awarding the scholarship. Please take a few minutes to respond to the survey and return it as indicated.
Administrative Staff Scholarship

A. Criteria. Please check the criteria that you feel should apply to the scholarship.

a. Should the recipient have financial need?
   - 35 YES  
   - 23 NO

b. Should the recipient demonstrate academic excellence?
   - 54 YES  
   - 3 NO
   If yes, should academic excellence be demonstrated by:
     - 30 Grade Point Average
     - 24 Academic Standing In Class (e.g., upper 20%)

c. Should the recipient demonstrate service to the University?
   - 33 YES  
   - 23 NO
   If yes, what kinds of service should be demonstrated?

d. Should the scholarship be limited to:
   a. Residents of Ohio?
      - 19 YES  
      - 38 NO
   b. Upperclass students (e.g., sophomores, juniors, seniors)?
      - 36 YES  
      - 23 NO
   c. Student employees?
      - 14 YES  
      - 43 NO

e. Please list other criteria that you believe should be attached to the scholarship, if any.

B. Do you support the scholarship program?
   - 52 YES  
   - 5 NO

C. Comments:

Return by Monday, October 29, to Bob Arrowsmith, 305 Student Services Building.

Total Surveys Returned  59
Administrative Staff Scholarship

A. Criteria. Please check the criteria that you feel should apply to the scholarship.

a. Should the recipient have financial need?
   65 YES, 40 NO

b. Should the recipient demonstrate academic excellence?
   93 YES, 8 NO
   If yes, should academic excellence be demonstrated by:
   54 Grade Point Average, 45 Academic Standing in Class (e.g., upper 20%)

c. Should the recipient demonstrate service to the University?
   45 YES, 55 NO
   If yes, what kinds of service should be demonstrated?

d. Should the scholarship be limited to:
   a. Residents of Ohio?
      41 YES, 62 NO
   b. Upperclass students (e.g., sophomores, juniors, seniors)?
      63 YES, 40 NO
   c. Student employees?
      25 YES, 73 NO

e. Please list other criteria that you believe should be attached to the scholarship, if any.

B. Do you support the scholarship program?
   90 YES, 12 NO

C. Comments:

Return by Monday, October 29, to Bob Arrowsmith, 305 Student Services Building.
# Administrative Staff Scholarship Program

**Bowling Green State University**

<table>
<thead>
<tr>
<th>TOTAL GIFT</th>
<th>PAID NOW</th>
<th>BALANCE DUE</th>
</tr>
</thead>
</table>

**Method of Payment**

- **Payroll Deduction**
  - Monthly $ __________
  - One-Time $ _______ on _______

- **Direct**
  - Check $ _______
  - Cash $ _______

**Thank you for your contribution to the scholarship program sponsored by the administrative staff of Bowling Green State University.**

**Name**

**Department**

**Date**

**Signature**

**Address**

**City**

**State**

**ZIP**

**Total Gift**

**Paid Now**

**Balance Due**

---
MEMORANDUM

TO: Carl Peschel  
Foundation Office

FROM: Joe Martini  
Administrative Staff Council

RE: Administrative Staff Scholarship

DATE: December 6, 1964

The Administrative Staff Council has expressed its intent to establish a scholarship program. The request to establish an escrow account was sent to you on November 19, 1964.

The criteria for the scholarship are as follows:

1. Academic excellence as indicated by top 10% of each undergraduate college.

2. Financial need as indicated by income, number in family and number in college (to be determined by the Office of Financial Aid and Student Employment).

3. Upperclass students (rising sophomores, juniors and seniors).

4. Full-time or part-time student status.

Candidates will be required to complete an application available in the Office of Financial Aid and Student Employment.

The Administrative Staff Council Scholarship Committee will be responsible for determining the number of scholarships to be awarded and for selecting the recipient(s) of the scholarship.

JM:DH:le

cc: James Hodge  
Larry Weiss  
Bob Arrowsmith  
Deb Heineman  
ASC Executive Committee
MEMORANDUM

TO:       Members of the Administrative Staff
FROM:    Administrative Staff Council Scholarship Committee

The Administrative Staff Council is pleased to announce that plans for the Administrative Staff Scholarship Program have been completed. The response by the administrative staff indicates positive support for the scholarship program.

The scholarship program is intended to provide an opportunity for members of the administrative staff to demonstrate their support of the mission of the University through their contributions to the Administrative Staff Scholarship Program. The immediate goal for the program is to establish a scholarship fund with a corpus of $5,000, the interest on which will be distributed as a scholarship. The long-range goal is, through annual campaigns, to increase the corpus so that additional scholarships can be made available.

The views of the administrative staff, as indicated in the scholarship program survey guided the development of the scholarship criteria. These criteria are: 1) financial need as determined by the Financial Aid and Student Employment Office; 2) academic excellence as determined by an academic ranking in the top ten (10) percent of the college in which the student is enrolled; 3) class standing defined as a rising sophomore, junior or senior; and 4) enrollment status of part-time or full time.

The campaign for contributions to the scholarship program will be low-keyed. When you receive the pledge card, please keep in mind that the success of the campaign is dependent upon your voluntary contribution to the scholarship fund.

jm
A. Contributions

1. The solicitation campaign will be conducted annually. The options for contributions are as follows:
   a. one-time gift
   b. pledge per month contribution with no termination date
   c. pledge per month with termination date

2. The suggested minimum contributions are as follows:
   a. $____ one-time gift.
   b. $5 per month

B. Solicitation Network

The communication network to be established by ASC will serve as the solicitation network. This should mean that each ASC member will contact about ten administrative staff members.

C. Identification of Scholarship Candidates

1. Self nominated.
2. Nominated by administrative staff employee.
3. Open nomination.

D. Determination of Scholarship

An ASC Scholarship Committee will determine the recipient of the award.
Administrative Staff Scholarship Program

Criteria

The sub-committee considered a number of criteria for the scholarship. We seek your consideration of these criteria, suggestions for additional criteria and your consensus on the final criteria.

1. Need. What level of need?
2. Academic. What GPA?
3. Service. What types of service?
4. Residency. Limited to residents of Ohio?
5. Dependent of employee. Limited to dependent children of administrative staff employees?
6. Class standing. Limited to dependents with current University student status?
7. Student employee. Limited to students employed by the University?
8. Maximum award. What dollar amount?
9. Use of scholarship. Use limited to educational expenses?
10. Continuing scholarship. Continue to receive award as long as recipient meets criteria?
ADMINISTRATIVE STAFF SCHOLARSHIP
FACT SHEET

CRITERIA
- Rank in the top 10% of the student's college
- Financial need
- Rising sophomore, junior or senior
- Full-time or part-time enrollment
- Leadership and service

RECIPIENTS
- 1986-87 recipient was Donna Capelle, a History major with a minor in Library and Educational Media in the College of Arts and Sciences.
- 1987-88 recipients are Cheri Copeland, an Elementary Education (LBD/EMR) major in the College of Education and Jon Guynn who majors in Interpersonal Communications with a Marketing support field in the College of Arts and Sciences.

1986-87 PLEDGE DRIVE GOAL AND CALENDAR
- The goal for the current pledge drive is to collect an additional $4000 that will put the total corpus of the Scholarship in excess of $13,000. This will mean that the corpus of the Scholarship will more than double within a two-year period.
- The deadline for collection of the pledge cards is May 21. Completed pledge cards will be collected by the respective ASC representative and forwarded to the Executive Committee representative for each Vice-Presidential/Presidential area.
- All pledge cards will be forwarded to the Foundations Office by May 30, 1987.
- If each administrative staff member contributes a total of $12, we will easily attain our goal of $4000.
- Contributions may be made in the form of a payroll deduction which can be indicated on the pledge card. The payroll deduction may be a one-time deduction, spaced across several months or an ongoing deduction.

5/87
MEMORANDUM

TO:

FROM: Deb Heineman

SUBJECT: Administrative Staff Scholarship

Please distribute the enclosed pledge cards and information sheets to your constituents in the Communication Network. The cards should be returned to you by March 27 and you should forward them to your area representative on the ASC or to me.

Call me if you have any questions.
February 28, 1985

MEMORANDUM

TO: Deb Heineman
Financial Aid and Student Employment

FROM: [Signature]
James M. Hodge
Director of Development and
Assistant Vice President

RE: Administrative Staff Scholarship

Thanks for your note and the pledge cards for the Administrative Staff Scholarship Fund. What encouraging news. You are almost halfway to the goal in a matter of weeks. That is quite exceptional!

/df

cc: Joe Martini
March 1, 1985

MEMORANDUM

TO: Members of the Administrative Staff

FROM: Administrative Staff Council Scholarship Committee

You recently received information about the Administrative Staff Scholarship Program, including information that the pledge campaign would soon begin. This is to announce that the campaign is now underway.

You will find enclosed a pledge card on which you can indicate your contribution to the scholarship program. Direct contributions are accepted as are contributions by payroll deduction. The representative of the Administrative Staff Council who is responsible for contacting you will collect pledge cards by March 27.

A pledge campaign has already been conducted among the members of the Administrative Staff Council and the Administrative Staff Council Executive Committee. We are pleased to announce that $2400 has been collected and/or pledged for the scholarship fund. We hope that the remainder of the campaign will be equally successful.

Enclosure
March 7, 1985

MEMORANDUM

TO: Members of the Administrative Staff

FROM: Administrative Staff Council Scholarship Committee

You recently received information about the Administrative Staff Scholarship Program, including information that the pledge campaign would soon begin. This is to announce that the campaign is now underway.

You will find attached a pledge card on which you can indicate your contribution to the scholarship program. Direct contributions by check are accepted as are contributions by payroll deduction. The representative of the Administrative Staff Council who is responsible for contacting you will collect pledge cards by March 27.

A pledge campaign has already been conducted among the members of the Administrative Staff Council and the Administrative Staff Council Executive Committee. We are pleased to announce ___ percent participation by these members of the administrative staff with $___ collected and/or pledged for the scholarship fund. We hope that the remainder of the campaign will be equally successful.

rb

Enclosure
MEMORANDUM

TO:      Susan Caldwell
FROM:    Joe Martini
RE:      Administrative Staff Scholarship

Via this memo, the Administrative Staff Council wishes to thank you for helping to alert the new Administrative Staff persons about the Administrative Staff Council, and, in particular, the Administrative Staff Scholarship Fund. Your conversation about this item will help avoid a surprise when the new person is later approached by his/her Administrative Staff Council representative.

In case someone should wish a card, I am enclosing a number for you to distribute. If you have any thoughts as time goes by about how this might be better handled, please let me know.

Again, thanks.

sal

xc: Executive Committee Members
To: Dick [Redacted]

MAR 22 1985

1. Attached are 2 copies for your records.

Joe [Signature]

[Note: The handwritten text includes a date, a salutation, and a request for two copies of the attached documents.]
Administrative Staff Scholarship
Bowling Green State University

1985 Charter Year

Name: KEVIN MCHUGH
Address: 454 S. CHURCH
City: OH 43402
Social Security No.: 139-28-5235
FAC 100 228
Payroll Deduction:
- Monthly $ beginning ending
- One Time $ on
Total Gift: $ 10.00

Direct:
- Cash $
- Check $

Signature: McHugh
Solicitor: Joe McHugh

Check No. 56-7021
Date: 3/18/83
Admin. Staff: 2412702197 016020097113 0433

State Home Savings
BOWLING GREEN, OHIO 43402
FINANCIAL AID AND STUDENT EMPLOYMENT
Bowling Green State University
(419) 372-2651

MEMORANDUM

TO: Doris Barr, Administrative Assistant
Office of the Bursar

FROM: Debi Heineman
Office of Financial Aid & Student Employment

SUBJECT: Administrative Staff Scholarship Fund

I would like to thank you for your contribution to the Administrative Staff Scholarship Fund. Your unsolicited generosity is but one example of your dedication to and support for Bowling Green State University students. It is a real pleasure to work with individuals like you. Thank you again.

cc: Joe Martini, Bursar
The Administrative Staff through the Administrative Staff Council has established an endowed scholarship through the Bowling Green State University Foundation to be funded through an annual fund drive. The specifics are outlined in the enclosed statement of purpose.

Just as important as telling you about this Administrative Staff project, we are asking for your consideration and support. If you do wish to contribute to the Administrative Staff Scholarship, please complete the enclosed scholarship card and forward that, plus your check or payroll deduction to Deb Heineman, Student Financial Aid Office, in the enclosed pre-stamped envelope.

JM/dlt
Enclosure(s)
**Administrative Staff Scholarship**  
Bowling Green State University

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<th>City</th>
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**Payroll Deduction**
- Monthly $_________ beginning __________ ending __________
- One Time $_________ on __________

**Total Gift**

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<tr>
<td></td>
<td>Cash $_________</td>
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<tr>
<td></td>
<td>Check $_________</td>
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<table>
<thead>
<tr>
<th>Signature</th>
<th>Solicitor</th>
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MEMORANDUM

TO: James M. Hodge
    Director of Development and Assistant Vice President

FROM: Deb Heineman, Associate Director

    Financial Aid and Student Employment

RE: Administrative Staff Scholarship

DATE: April 23, 1985

I am pleased to announce that, as of April 23, 120 members of Bowling Green State University's administrative staff have pledged a total of $4551 (unofficial count) toward the establishment of the Administrative Staff Scholarship.

I would also like to request that you seek support from the Alumni Foundation to match the pledges up to $2000 for the Administrative Staff Scholarship. As you can see, there is support for this scholarship which we hope will grow each year as the program evolves. Additional support from the Alumni Foundation would help to ensure the continued viability and success of the program.

I appreciate your efforts in this endeavor. Thank you.

DH:lC

xc: Joe Martini√
MEMORANDUM

TO: Deb Heineman
FROM: Joe Martini
RE: ASC Scholarship Activity

Just a review of activity to be completed for the 1985 scholarship drive:

1) Special "thanks" to those who have contributed to this fund.

2) A memo updating all Administrative Staff with a special reminder to read something like this:

"If by chance you have not contributed and wish to do so, please complete the enclosed scholarship card and return it to me."

With your help and energies, the ASC scholarship program has had an excellent beginning, probably more than any of us expected.

Many, many thanks.

sal

xc: Gregg DeCrane

PS: even though not as rich source of much money, story suggest all returns have included are told the communications.

So tell Ripa, Goff, Ford, Smith & Earl, say theirs this list of returns now is def!
MEMORANDUM

TO: Deb Heineman
   Joe Martini

FROM: Carl E. Peschel

RE: Administrative Staff Scholarship

September 5, 1985

The permanent Endowed Account (PA-24) has been established for the scholarship along with its Income Account (PA-25). Effective the above date account PE-200 will no longer be used for receipting purposes.

The Foundation grant of $2,500.00 is being transferred, giving the endowment a balance of $5,691.41 as of August 31, 1985. The first applicable interest distribution will be December 31, 1985.

Should there be any questions, please advise.

cc: Pam Atchison
    Linda Gray
    Gloria Sponsler
**Administrative Staff Scholarship**

**TIMELINE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>October 24</td>
<td>First Committee Meeting</td>
</tr>
<tr>
<td>November 7</td>
<td>Send letter to each College explaining ASC Scholarship and awarding procedure</td>
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<tr>
<td></td>
<td>Present application questions and timeline to ASC for comments</td>
</tr>
<tr>
<td>December 5</td>
<td>Finalize scholarship application and cover letter</td>
</tr>
<tr>
<td>December 9</td>
<td>Send application/letter to typesetting</td>
</tr>
<tr>
<td>December 20</td>
<td>Materials sent to Duplicating</td>
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<tr>
<td></td>
<td>Send request to Registration for 10% of College Listing</td>
</tr>
<tr>
<td>January 2</td>
<td>Mail packets of applications to each college for distribution</td>
</tr>
<tr>
<td>January 13</td>
<td>Applications available from Colleges and Office of FASE</td>
</tr>
<tr>
<td>February 14</td>
<td>Deadline date for receipt of applications</td>
</tr>
<tr>
<td>February 17</td>
<td>Initial screening for requirements (top 10% of College, financial need)</td>
</tr>
<tr>
<td>March 7</td>
<td>Scholarship Committee to review and rank applicants</td>
</tr>
<tr>
<td>March 7-14</td>
<td>Arrange a Scholarship Committee Meeting to award scholarship</td>
</tr>
<tr>
<td>March 14</td>
<td>Award letter mailed to recipient</td>
</tr>
<tr>
<td>March 24</td>
<td>Begin campaign to solicit funds for ASC Scholarship</td>
</tr>
<tr>
<td>April 25</td>
<td>Conclude fund-raising campaign</td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Deb Heineman
FROM: Joe Martin

Upcoming Scholarship Drive

Don't know the specifics of your agenda for the scholarship fund drive. I suggest the following for your consideration:

1) Somehow encourage monthly deductions - be it $1, $2, $5, or $10 a month - it may encourage more to participate and/or repeat.

2) Include the retired Administrative Staff among those solicited with a pre-stamped envelope.

3) Include the reference that all monies donated will be included as part of the 75th Anniversary three year drive.

4) Create a "generic" thank you card that will allow immediate response when a donation card is received.

You may have already included these four items, but I thought I would send them anyway.

Thanks for listening.

sal
MEMORANDUM

TO: Administrative Staff
FROM: Deb Heineman, Chair-Elect
Administrative Staff Council

SUBJECT: Administrative Staff Council Scholarship

DATE: February 25, 1986

As you know, the first Administrative Staff Scholarship will be awarded for the 1986-87 year. Over one hundred applications were submitted by students who met the established criteria (top 10% of College and demonstrated financial need) and desired consideration for the scholarship. The Scholarship Committee of the Administrative Staff Council has reviewed the applications and will soon be announcing the first recipient.

Based on the number of qualified applicants, the Administrative Staff members have obviously made a timely decision to create an endowed scholarship based on merit and financial need. In order to increase the amount and/or number of awards, it is necessary to increase the corpus of the scholarship. As you think about your contribution to the 75th Anniversary Campaign, please give strong consideration to designating all or a portion of your gift for the Administrative Staff Scholarship Fund. Your support for this scholarship will be sincerely appreciated by the students at BGSU.

Please contact me if you have any questions about the Administrative Staff Scholarship. Thank you.

DH:le
TO: Ann Bowers, Center for Archival Collections
Kathryn Thiede, Library
Ron Zwierlein, Student Recreation Center

FROM: Deb Heineman, Associate Director

RE: ASC Scholarship Committee Meeting

Thank you for your rapid and coordinated response to my memo requesting you to indicate times you are available to meet. Based on your responses, we will meet on Monday, December 8 from 1:30 to 3:30 in the Center for Archival Collections, 5th floor of the Jerome Library.

I will bring my notebook of ASC Scholarship information and you may also have some information from last year that would be helpful. Due to the change in the definition of an independent student and the abolishment of the Guaranteed Student Loan look-up table, we will have to revise the financial need section of the application. Our agenda will be as follows:

I. Review of last year's scholarship selection process.
   A. Problems encountered with the application.
   B. Problems encountered with the selection process.

II. Revisions to this year's scholarship selection process.
   A. Application revisions.
   B. Selection process revisions.

III. Calendar for selection process for 1987-88.

IV. Publicity arrangements.

V. Scholarship fund drive for March 1987.
### 1986-87
### ASC SCHOLARSHIP TIMELINE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 9</td>
<td>First Scholarship Committee meeting</td>
</tr>
<tr>
<td>December 15</td>
<td>Finalize scholarship application and cover letter</td>
</tr>
<tr>
<td>December 16</td>
<td>Send application to Typesetting</td>
</tr>
<tr>
<td>December 22</td>
<td>Send application/letter to Duplicating</td>
</tr>
<tr>
<td>December 29</td>
<td>Send request to R &amp; R to top 10% GPA cut-off for each College</td>
</tr>
<tr>
<td>January 5</td>
<td>Mail applications/letters to College Deans (include GPA cut-off for each College and explain that it is cumulative GPA)</td>
</tr>
<tr>
<td>January 12</td>
<td>Begin general distribution of applications</td>
</tr>
<tr>
<td>February 13</td>
<td>Deadline date for applications</td>
</tr>
<tr>
<td>February 16, 17</td>
<td>Initial screening (GPA and financial need)</td>
</tr>
<tr>
<td>February 18-27</td>
<td>ACC Scholarship Committee to review and rank applications</td>
</tr>
<tr>
<td>March 2-6</td>
<td>Set meeting for Committee to decide on recipient</td>
</tr>
<tr>
<td>March 9</td>
<td>Mail award letter</td>
</tr>
</tbody>
</table>

12/6/86
OFFICE of FINANCIAL AID and STUDENT EMPLOYMENT
450 Student Services Building

1986-87 APPLICATION FOR ADMINISTRATIVE
STAFF SCHOLARSHIP

Name _________________________ Social Security No. ____________

Home Address ______________________ Phone _________
Street City State ZIP

Campus Address ______________________ Phone _________

Parents' Name ______________________

Parents' Address
Street City State ZIP

College Status for the coming academic year:
Sophomore ____ Junior ____ Senior ____
College
Arts & Sciences ____
Business ____
Education ____
Health & Comm. Services ____
Musical Arts ____
Technology ____

Expected Date of Graduation:
Semester _______ Year _________

Parents' 1985 Adjusted Gross Income ____________
Students' 1985 Adjusted Gross Income ____________
Number in Household _______
Number in College _______

Please explain any special circumstances that relate to your financial need:
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

To be completed by Office of Financial Aid & Student Employment
Grade Point Average ______ Class Rank ______
Scholarship Committee

Scholarship Committee solicits the Executive Committee at the January meeting of the Executive Committee. Goal of 100% participation.

Executive Committee members return pledge cards to the chair of the Scholarship Committee by February 6.

Scholarship Committee distributes pledge cards to Area Representatives at the February 26 meeting of the Executive Committee.

Area Representatives distribute pledge cards to ASC members in the communication network within their respective Vice Presidential areas by the March 7 meeting of the ASC.

ASC members in the communication network distribute pledge cards to administrative staff assigned to them by March 13. Goal of 100% distribution.

Administrative staff return pledge cards to their respective representatives in the communication network by March 27.

ASC members in the communication network return pledge cards to their respective Area Representatives by April 4 meeting of the ASC.

Area Representatives return pledge cards to the chair of the Scholarship Committee at the April 4 meeting of the ASC.

Chair of the Scholarship Committee deposits funds with the Foundation, including payroll authorizations.
MEMORANDUM

TO: Kevin McHugh

FROM: Joe Martini

RE: Administrative Staff Scholarship

At the Thursday, February 7, 1985 Administrative Staff Council meeting, Deb Heineman and Bob Arrowsmith officially opened the second phase of the first annual scholarship drive to obtain funds for this scholarship.

1st Phase - Executive Committee - to be completed by February 7, 1985

2nd Phase - Administrative Staff Council - to be completed by February 18, 1985

3rd Phase - Administrative Staff - to begin by March 7, 1985 and completed by April 4, 1985

Since you were not able to be at this meeting, I thought it important to forward the scholarship card to you. Even though the objective of this scholarship speaks for itself, the goal of this phased approach is 100% participation from both of the first two groups prior to contacting the full Administrative Staff.

Obviously, your participation does not guarantee 100% of the Administrative Staff will participate, but it does provide a good beginning to an extremely worthwhile long range endeavor by the Administrative Staff to help many students.

I ask for your thoughtful consideration and actual participation. The completed card should be sent to Deb Heineman, Student Financial Aid Office, by Monday, February 13, 1985.

If you have any questions, please call Deb Heineman (2-2657).

sal

xc: Deb Heineman

Enclosure
The Executive Committee of the Administrative Staff Council expresses its sincere appreciation for your contribution toward the establishment of the Administrative Staff Scholarship 1986-87.

Joe Martini
Gregg DeCrane
Jill Carr
Jack Gregory
Deb Weiser-McLaughlin
Joyce Kepke
Zola Buford
James Sharp
Deb Heineman
1986-87 Administrative Staff Scholarship toward the establishment of the Administrative Staff Council expresses its sincere appreciation.

The Executive Committee
MEMORANDUM

TO: Ann Bowars, Center for Archival Collections
    Kathryn Thiede, Library - Dean's Office
    Ron Zwierlein, Student Recreation Center

FROM: Deb Haineman, Office of Financial Aid and Student Employment

SUBJ: ASC Scholarship Fund Drive

The following is a summary of the meeting we had on April 7, 1987 to discuss the organization of the fund drive to increase the corpus of the Administrative Staff Scholarship.

TIMELINE

April 14  Ann will solicit the ASC Executive Committee members for contributions to the Scholarship Fund.

April 28  Ann will collect the pledge cards from the Executive Committee members at the Exec. meeting.

May 5    ASC Scholarship Committee will meet at the Center for Archival Collections at 10:00 AM to finalize presentation for the Thursday ASC meeting.

May 7    Ron will present the Scholarship Fund Drive campaign at the ASC meeting. Items such as the current funding level, results from ASC Executive Committee solicitation, reading letter from 86-87 recipient (Donna Capelle) if available, our goal, completion and distribution of pledge cards, etc.

May 21   Deadlines for collection of pledge cards by ASC representatives to submit to area ASC representatives (members on Executive Committee from Vice-Presidential or Presidential area). The Executive Committee will then forward all pledge cards to Ann.

May 26   Possible ASC Executive Committee meeting at the Firelands College. Any follow-up activity necessary will be done by Ann.

May 30   Pledge cards forwarded to Foundations. Any information from the cards that may be helpful and informative for ASC will be collected prior to being forwarded to Alumni.

TO DO

Revise pledge card and print enough for staff (Kathryn)
Solicit Executive Committee for contributions (Ann)
Talk to Donna Capelle about writing thank you letter (Ann)
Draft explanatory letter for pledge card packet (Deb)
Draft "Fact Sheet" to accompany pledge card (Deb)
Presentation for ASC Meeting on May 7 (Ron)
Forwarding pledge cards to Alumni - Foundations (Ann)
CRITERIA

Rank in the top 10% of the student's college
Financial need
Rising sophomore, junior or senior
Full-time or part-time enrollment
Leadership and service

RECIPIENTS

1986-1987 recipient was Donna Capelle, a History major with a minor in Library and Educational Media in the College of Arts and Sciences.

1987-1988 recipients were Cheri Copeland, an Elementary Education (LBD/EMR) major in the College of Education and Jon Guynn who majors in Interpersonal Communications with a Marketing support field in the College of Arts and Sciences.

1988-1989 recipient is Elizabeth Hammann, a Social Work major in the College of Health and Human Services.

1988-1989 PLEDGE DRIVE GOAL AND CALENDAR

The goal for the current pledge drive is to collect an additional $4000 that will put the total corpus of the Scholarship in excess of $18,000. This year we were able to award a $600 scholarship.

The deadline for collection of the pledge cards is May 20, 1988. Completed pledge cards will be collected by the respective ASC representative and forwarded to the Executive Committee representative for each Vice-President/Presidential area.

All pledge cards will be forwarded to the Foundations Office by May 27, 1988.

If each administrative staff member contributes a minimum of $10, we easily will attain our goal of $4,000.

Contributions may be made in the form of a payroll deduction which can be indicated on the pledge card. The payroll deduction may be a one-time deduction, spaced across several months or an ongoing deduction.

4/88
May 10, 1988

MEMORANDUM

TO: George Cripe
FROM: Ann Bowers
RE: ASC Scholarship

Please find enclosed a fact sheet and a pledge card for this year's ASC Scholarship fund-raising drive. I hope you will take a few moments and read the fact sheet and think about contributing again, or perhaps for the first time, to this worthwhile project. If you are interested in contributing, either through payroll deduction or through a one-time gift, please complete the pledge card and send to me no later than May 20th. If you have any questions about the pledge card, please give me a call at 2-2411. If it is a one-time contribution, please include your check, and if it is a payroll deduction, for one month up to twelve months, just write in the amount and the date you would like the payroll deduction to begin and to end. If your deduction is to be ongoing, just put in the beginning date.

We provided a $600 scholarship this year to a most worthy student who has contributed much to both this campus and this community. We hope to continue to increase the endowment, so that the size of the scholarship will increase or will allow us some flexibility in offering a scholarship to more than one student. THANK YOU for your support of the ASC Scholarship.
ADMINISTRATIVE STAFF SCHOLARSHIP FACT SHEET
1989

CRITERIA
- Rank in the top 10% of the student's college
- Financial need
- Rising sophomore, junior or senior
- Full-time or part-time enrollment
- Leadership and service

RECIPIENTS
- 1986-87 recipient was Donna Capelle, a History major with a minor in Library and Educational Media in the College of Arts and Sciences.
- 1987-88 recipients were Cheri Copeland, an Elementary Education (LBD/EMR) major in the College of Education and Jon Guynn who majors in Interpersonal Communications with a Marketing support field in the College of Arts and Sciences.
- 1988-89 recipient is Elizabeth Hammann, a Social Work major in the College of Health and Human Services.
- 1989-90 recipient is Karen S. Phillips, an Elementary Education major in the College of Education and Allied Professions.

1988-89 PLEDGE DRIVE GOAL AND CALENDAR
- The goal for the current pledge drive is to collect an additional $2500 that will put the total corpus of the Scholarship in excess of $16,000. This year we were able to award a $800 scholarship.
- The deadline for collection of the pledge cards is May 26, 1989. Please send your pledge card and donation directly to: Carl Peschel, C/O Administrative Staff Scholarship, Alumni and Development, Mileti Alumni Center.
- If each administrative staff member contributes a minimum of $10, we will more than reach our goal.
- Contributions may be made in the form of a payroll deduction which can be indicated on the pledge card. The payroll deduction may be a one-time deduction, spaced across several months or an ongoing deduction.
CRITERIA

- Rank in the top 10% of the student’s college
- Financial need
- Rising sophomore, junior or senior
- Full-time or part-time enrollment
- Leadership and service to the University and community

RECIPIENTS

- 1986-87 recipient was Donna Capelle, a History major with a minor in Library and Educational Media in the College of Arts and Sciences.

- 1987-88 recipients were Cheri Copeland, an Elementary Education (LBD/EMR) major in the College of Education and Jon Guynn, an Interpersonal Communications major with a Marketing support field in the College of Arts and Sciences.

- 1988-89 recipient was Elizabeth Hammann, a Social Work major in the College of Health and Human Services.

- 1989-90 recipient was Karen S. Phillips, an Elementary Education major in the College of Education and Allied Professions

- 1990-91 recipient is Paul F. Kaple, a Medical Technology major in the College of Health & Human Services.

1990-91 PLEDGE DRIVE

- Contributions may be made in the form of a payroll deduction which can be indicated on the pledge card. The payroll deduction may be a one-time deduction, spaced across several months or an ongoing deduction.

- The deadline for collection of the pledge cards is May 25, 1990. Please send your pledge card and donation directly to: Carl Peschel, C/O Administrative Staff Scholarship, Alumni and Development, Mileti Alumni Center.

- The Administrative Staff should feel proud that our fund has grown to where a $1000 annual scholarship can now be awarded.
TO: Administrative Staff Members
FROM: Deb Heineman
DATE: June 11, 1985
RE: ASC Scholarship Update

Congratulations! Thanks to your efforts and generosity we have now received $1,579.50 in pledges and/or contributions toward the establishment of the Administrative Staff Scholarship.

In addition, the Alumni Foundation Board has agreed to match the amount collected by December 1985 up to a total of $2500. Since we will have collected at least $2500 by this date, the matching gift will ensure that the corpus of the scholarship will reach $5000 which is the amount needed for an endowed scholarship. This means that we will attain our goal of being able to award the first Administrative Staff Scholarship for the 1986-87 year.

We can all be proud of this accomplishment! If you have not yet contributed to this worthwhile cause, it is not too late. A pledge card has been enclosed which you can send to Deb Heineman, 450 Student Services, if you have not yet contributed to the scholarship fund.

Once again, congratulations!

DH:lr

Enclosure
The Administrative Staff Scholarship was initiated in 1985 through the creation of an Endowment Fund in the Office of Development at Bowling Green State University. The current endowment allows us to award a $1000 scholarship each academic year.

Scholarship Criteria

The student must be an upperclassman who ranks in the top 10% of his/her college, demonstrates financial need and has a record of leadership and service to the University and community.

Recipients

1986-87
Donna Capelle, Major: History

1987-88
Cheri Copeland, Major: Elementary Education and Jon Guynn, Major: Interpersonal Communications

1988-89
Elizabeth Hammann, Major: Social Work

1989-90
Karen S. Phillips, Major: Elementary Education

1990-91
Kelly Lynn Sprout, Major: Biology (Pre-Med)

1991-92
Catherine Keske, Major: Communication Disorders

1991 Pledge Drive

Contributions may be made in the form of a payroll deduction as indicated on the enclosed pledge card.

Please send your pledge card and donation directly to:

Carl Peschel
Administrative Staff Scholarship
Alumni and Development
Mileti Alumni Center

5/91
May 2, 1991

TO: Administrative Staff Council
FR: ASC Scholarship Committee
SUBJECT: 1991 Administrative Staff Scholarship

We are pleased to announce that the 1991 recipient of the Administrative Staff Scholarship is Catherine Mae Haske. Cathy is currently a junior in the College of Health & Human Services majoring in Communication Disorders. She has a 3.91 G.P.A. and is in the University Honors Program. Her primary academic interest is in the area of American Sign Language and she is actively involved in a variety of projects in this area including ongoing research in the study of sign language and memory in hearing people. She has participated in two field study groups studying deafness in Washington, D.C. and is co-treasurer of Friends of the Deaf.

Cathy is a member of Alpha Lambda Delta Honorary fraternity, current President of Students for Choice, and President-Elect of the National Golden Key Honor Society. Additionally, she has spent the past three summers working at camps and schools for developmentally and physically disabled adults and children, serving as an assistant teacher and helping to develop physical education programs. Her future plans include graduate school in the field of audiology.

Through your generosity we are able to award Cathy a $1000.00 Scholarship for the 1991-92 academic year. During the next week all administrative staff members will receive an announcement of this year’s winner and a reminder that they can still make contributions to the Administrative Staff Scholarship Endowment. This year we received over 500 applications for the Administrative Staff Scholarship, evidence of the growing pool of students looking for financial assistance. Your support for this scholarship will be sincerely appreciated by the students at Bowling Green State University.

gmcr
TO: Administrative Staff Council Executive Committee
FROM: Susan Davenport Darrow, Chair
Scholarship Committee
DATE: 4 December 1991
RE: Proposed changes for ASC Scholarship application and process

Since there was much difficulty in differentiating between many fine applications last year and some inconsistency in Committee members' judgment of specific files, as well as financial information that was misleading, the 1991-92 Scholarship Committee has proposed the following changes in the ASC Scholarship application and process:

--the publicity should state explicitly that both part-time and full-time students qualify for the ASC Scholarship
--all applicants should include a transcript
--all applicants should include a list of 3 references with phone numbers
--the Committee will interview the top 3 to 5 finalists
--the application will have an essay component on the attached topic and be 500-900 words in length
--the committee will devise a scoring mechanism to judge applications
--the committee will attempt to get financial need information on each applicant based upon UNMET NEED rather than just "need" (last year several Nat. Merit students applied even though they have all tuition, fees, room and board paid.)
--the committee will publicize the availability of the scholarship more widely -- through the colleges as in the past, but also through Continuing Education, ads and personals in the BG News and Monitor and through student organizations and other offices on camps
--Pre-Major Advising would be added to the list of colleges on the application form
--the application form would include more room for listing of activities and honors and would ask specifically about leadership roles
--the application would ask for information on educational goals, family situation and specific information on amount they already receive in scholarships and grants
--applicants would be asked to continue on another sheet if they find that they need more space to fully describe their situation
--it would be spelled out in the application that the scholarship is to be used for continuation of undergraduate study, not for graduate work
--the application would include the listing of present employer(s)
   and employers' phone number(s)
--the application would include a "release of information" state-
   ment so the committee could seek further financial
   information if needed
--the applicants would be asked to state what their UNMET
   financial needs are
--any other specific financial information divulged by the
   applicant would be optional.
--the application would ask each applicant to provide the amount
   of this academic year's educational expenses, the amount of
   scholarships received for this academic year as well as
   amounts of other financial aid, including grants and loans
   received through federal and state programs. It would also
   ask them to estimate costs and expenses for the 1992-93
   academic year
--the applications would be sent directly to qualifying students,
   rather than asking Colleges to forward applications to
   qualifying students within their college -- thus giving ASC
   more control over when the applications are mailed out and a
   certainty that they actually are
--the applications would be returned to the chair of ASC, rather
   than the Financial Aid office, thus making it clear to
   applicants that the responsibility for the scholarship
   rests with ASC rather than the FASE office and saving the
   FASE office from having to keep track of, store, and answer
   questions concerning the scholarship
--letters concerning outcome should be sent to the winner and
   those who apply and do not receive the scholarship
--the scholarship winner should be photographed, and publicity
   concerning the scholarship and the winner should be
   publicized both on campus and in the winner's home town
--if it does not already exist, a budget should be established to
   cover copying expenses, publicity expenses and phone calls
   necessary for the administration of the scholarship
October 12, 1993

MEMORANDUM

TO: All Administrative Staff
FROM: Administrative Staff Council
Greg Jordan, Chair

One of the goals of the Administrative Staff Council this academic year is to increase the endowment account for the Administrative Staff Scholarship. I am writing to ask your participation and support in the accomplishment of this goal.

During the eight year history of our scholarship program, the endowment has grown significantly. The first Administrative Staff Scholarship was a $500 award, presented in 1986. Last spring, we were able to present a $1,000 scholarship to the winning candidate.

We are proud of the progress we have made in establishing this scholarship, and we are equally proud of the caliber of each of the students who have benefited from the award. However, ASC has not had a fund-raising effort for our scholarship since 1990. As a result, the growth of our endowment has slowed recently, while the needs of BGSU students have accelerated. Each of us is aware of the rising tuition rate and difficulty students have in obtaining low-interest loans. Last year, nearly 200 students applied for the ASC Scholarship. That is certainly an indication that the need is great.

With your support, we can help more students in the years ahead. Would you consider a gift of $25 or more to help us achieve that goal? Contributions can be made in the form of an immediate gift, a pledge, or payroll deductions. Payroll deductions can be designated as a one-time gift, spaced over a period of several months, or requested as an on-going deduction. If you already use the payroll deduction plan to benefit our scholarship program, perhaps you would like to consider increasing your gift at this time.

I have enclosed a fact sheet explaining the criteria for our scholarship award as well as a list of past recipients.

Also enclosed is a pledge card for your use in making a gift. Be sure to note that your gift or pledge is for the ASC Scholarship and send it directly to Carl Peschel, Director of Foundation Accounts, Milette Alumni Center, by December 17. We hope you will want to be a part of this worthy project.

Every gift, regardless of the amount, will go a long way toward helping BGSU students in the future.
Administrative Staff Scholarship
Fact Sheet

The BGSU Administrative Staff Scholarship was initiated in 1985 through the creation of an Endowment Fund in the Office of Development at Bowling Green State University. Only the interest generated from the investment of the endowment funds is used for the scholarship award. The current endowment allows us to award a $1,000 scholarship.

Scholarship Criteria
Applicants must be undergraduate students (either full-time or part-time) who have at least two semesters of coursework remaining before graduation. Each applicant must rank in the top 10 percent of his/her college, demonstrate unmet financial need, and provide leadership and service to the University and the community.

Selection is based upon the overall quality of the application, including level and depth of involvement at BGSU and the community, the quality of the required essay, and criteria pertaining to the student's financial situation and how he/she plans to fund his/her college expenses in the next academic year. Preference is given to applicants who are closer to graduation, and to those who are currently working to pay their education expenses (unless their academic program makes holding a job impossible). After a careful review of the written applications, finalists are invited to meet with the selection committee for a personal interview. Each candidate is asked to respond to the same questions.

Recipients
1986-87  Donna Cappelle -- major: history
1987-88  Cheri Copeland -- major: elementary education
and John Guyhnn, -- major: interpersonal communications
1988-89  Elizabeth Hammann -- major: social work
1989-90  Karen S. Phillips -- major: elementary education
1990-91  Kelly Lynn Sprout -- major: biology (pre-med)
1991-92  Catherine Keske -- major: communication disorders
1992-93  Amy Pawlaczyk -- major: developmentally handicapped/ specific learning disabilities
and Steven Seasly -- major: journalism/public relations
1993-94  Thomas Garey -- majors: geography and social studies education 
plus small book awards to Lori Hamilton, Jodi Aurand and Ann Williams (semi-finalists)
EMPLOYEE CAMPAIGN FOR SCHOLARSHIP
PROPOSED TIMELINE

Sept 9
- Meet with Linda Swaisgood to identify most appropriate channels to publicize campaign on campus
- Finalize if there is to be a Foundation Board challenge

Week of September 19
- Meet with Dorothy Behling, Faculty Senate; Pat Green, Administrative Staff Council and Kathy Eninger, Classified Staff representative to review timeline and begin development of letters
- Meet with Dorothy Behling to finalize Faculty scholarship
- Finalize pledge cards

October 1-4
- All final drafts of solicitation letters are due for printing
- Make request for employee on-campus address labels
- Majority of Publicity regarding campaign begins

Week of October 31
- All solicitation letters mailed to employers

November 7-11
- EMPLOYER CAMPAIGN PLEDGE WEEK
- All solicitation letters should arrive by Monday, November 7
- Employees are encouraged to send in pledge cards during this week

December 5
(or sooner, depending on results)
- Announce campaign results

This is from Pat. Please call me to discuss.

Pat
ADMINISTRATIVE STAFF
SCHOLARSHIP PROGRAM

The administrative staff at Bowling Green State University establishes an Administrative Staff Scholarship Program. The corpus of the scholarship will be established and increased through an annual giving campaign conducted among the administrative staff at Bowling Green State University. The corpus will be held by the Bowling Green State University Foundation and the scholarship will be administered by the Director of Financial Aid and Student Employment. The Administrative Staff Council, through its members and committees, is responsible for establishing and amending, as needed, the purpose and criteria of the scholarship program; for conducting the annual giving program; and for determining the recipient(s) of the scholarship.

The goal of the Administrative Staff Scholarship Program is to establish an endowed scholarship to be awarded annually to a student at Bowling Green State University who meets the criteria established for the scholarship. The criteria for determining eligibility and for awarding the scholarship are as follows:

1. Financial need as determined by the Financial Aid and Student Employment Office including the family adjusted gross income, number in the household and number in college. In addition, special circumstances in regard to financial need will be considered.

2. Academic excellence as indicated by an academic ranking in the top ten (10) percent of the college in which the student is enrolled.

3. Class standing defined as a rising sophomore, junior or senior.

4. Enrollment status defined as part-time and full-time enrollment.

Students must apply for the scholarship annually. Applications for the scholarship will be available in the Financial Aid and Student Employment Office annually in January.
Administrative Staff Scholarship

A. Criteria. Please check the criteria that you feel should apply to the scholarship.

a. Should the recipient have financial need?
   - 65 YES  
   - 40 NO 

b. Should the recipient demonstrate academic excellence?
   - 93 YES  
   - 8 NO 
   If yes, should academic excellence be demonstrated by:
     - 54 Grade Point Average  
     - 45 Academic Standing in Class (e.g., upper 20%)

c. Should the recipient demonstrate service to the University?
   - 45 YES  
   - 55 NO 
   If yes, what kinds of service should be demonstrated?

d. Should the scholarship be limited to:
   a. Residents of Ohio?
      - 41 YES  
      - 62 NO 
   b. Upperclass students (e.g., sophomores, juniors, seniors)?
      - 63 YES  
      - 40 NO 
   c. Student employees?
      - 25 YES  
      - 73 NO 

e. Please list other criteria that you believe should be attached to the scholarship, if any.

B. Do you support the scholarship program?
   - 90 YES  
   - 12 NO 

C. Comments:

Return by Monday, October 29, to Bob Arrowsmith, 305 Student Services Building.
Thank you for your contribution to the scholarship program sponsored by the administrative staff of Bowling Green State University.

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Date</th>
</tr>
</thead>
</table>

**Method of Payment**

<table>
<thead>
<tr>
<th>Payroll Deduction</th>
<th>Direct</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly $ ______</td>
<td>Check  $ ______</td>
</tr>
<tr>
<td>One Time $ ______</td>
<td>Cash   $ ______</td>
</tr>
</tbody>
</table>

**Name**

**Address**

**City**

**State**

**Zip**

**Signature**

SOlICITOR

**Communication network**

Exec

ASC
MEMORANDUM

TO: Carl Peschel
    Foundation Office

FROM: Joe Martini
    Administrative Staff Council

RE: Administrative Staff Scholarship

DATE: December 6, 1984

The Administrative Staff Council has expressed its intent to
establish a scholarship program. The request to establish an
escrow account was sent to you on November 19, 1984.

The criteria for the scholarship are as follows:

1. Academic excellence as indicated by top 10% of each
   undergraduate college.

2. Financial need as indicated by income, number in
   family and number in college (to be determined by
   the Office of Financial Aid and Student Employment).

3. Upperclass students (rising sophomores, juniors and
   seniors).

4. Full-time or part-time student status.

Candidates will be required to complete an application available
in the Office of Financial Aid and Student Employment.

The Administrative Staff Council Scholarship Committee will be
responsible for determining the number of scholarships to be
awarded and for selecting the recipient(s) of the scholarship.

JM:DH:le
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 1, 1984</td>
<td>Preliminary report of survey results.</td>
</tr>
<tr>
<td>January 10, 1985</td>
<td>Proposal finalized with report to ASC.</td>
</tr>
<tr>
<td>February 7, 1985</td>
<td>Pre-pledge, sign-up among members of ASC.</td>
</tr>
<tr>
<td>March, 1985</td>
<td>Kick-off of solicitation drive for the administrative staff.</td>
</tr>
</tbody>
</table>

Revised 10/29/84
Administrative Staff Scholarship

A. Criteria. Please check the criteria that you feel should apply to the scholarship.

a. Should the recipient have financial need?
   
   
   YES 23 NO

b. Should the recipient demonstrate academic excellence?
   
   YES 54 NO 3

   If yes, should academic excellence be demonstrated by:

   Grade Point Average 30 Academic Standing In Class 24
   (e.g., upper 20%)

c. Should the recipient demonstrate service to the University?
   
   YES 33 NO 23

   If yes, what kind(s) of service should be demonstrated?

   d. Should the scholarship be limited to:

   a. Residents of Ohio?

   YES 19 NO 38

   b. Upperclass students (e.g., sophomores, juniors, seniors)?

   YES 36 NO 23

   c. Student employees?

   YES 14 NO 43

   e. Please list other criteria that you believe should be attached to the scholarship, if any.

B. Do you support the scholarship program?

YES 52 NO 5

C. Comments:

Return by Monday, October 29, to Bob Arrowsmith, 305 Student Services Building.

Total Surveys Returned 59
What kinds of service should be demonstrated?

- Service in BG community
- Service in non-academic organizations
- Service that has an impact on others
- Student government
- Committees
- Extra-curricular activities
- Leadership in residence halls
- Student guide
- Student type activities
- Volunteer work

Why service should not be considered.

- Could be incoming freshman with no record of service at University
- May be academically oriented with little time for service

Other criteria.

<table>
<thead>
<tr>
<th>Service in BG community</th>
<th>Involved in campus programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service in non-academic organizations</td>
<td>Involved in professional programs</td>
</tr>
<tr>
<td>Service that has an impact on others</td>
<td>Leadership</td>
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<td>Student government</td>
<td>Committees</td>
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<td>Student type activities</td>
</tr>
<tr>
<td>Student type activities</td>
<td>Volunteer work</td>
</tr>
</tbody>
</table>

Other criteria.

<table>
<thead>
<tr>
<th>Child of administrative staff</th>
<th>Outstanding citizen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrate effective utilization of time</td>
<td>Must have completed one full term</td>
</tr>
<tr>
<td>Knowledge of educational values</td>
<td>Not a dependent of fee waiver</td>
</tr>
<tr>
<td>Liberal arts student</td>
<td>Not related to EGU employee</td>
</tr>
<tr>
<td>No disciplinary record</td>
<td>Consider work experience</td>
</tr>
</tbody>
</table>

Comments.

- Consider non-traditional students
- Personal interview with finalists
- Need and academic excellence should be the primary criteria
- No minimum pledge
- Very stringent criteria needed given the size of the pool
- Candidates should submit an essay
- Any kind of employment should be considered
Administrative Staff Scholarship Fund

Goal: Establish a scholarship endowment fund through the Bowling Green State University Foundation with the intent of using the interest for scholarships.

Funding: Yearly fund drive to ask each of the 300 members of the Administrative Staff to contribute at least $12 a year equivalent to a contribution of $1 a month via both personal contribution or payroll deduction.

How: Each year, a committee be established to do two things:

1) handle the fund drive
2) distribute scholarship

Reasons for such a project:

Provide much needed scholarships to Bowling Green State University students.

Show a tangible and continuing to Bowling Green State University.

Increase amount of interest available for disbursement.

Will not interfere with current University fund drives.

If approved for further review

1) 3 or 4 volunteers are needed.
2) Meeting with Larry Weiss and Jim Hodges.
3) Prepare formal proposal prepared and presented next ASC meeting (October ) followed shortly thereafter by the actual fund drive.
4) Develop for approval a formal agreement with the Foundation.
Goal and Objective:

.GOAL

The goal of the Administrative Staff Scholarship Program is to establish an endowed scholarship to be awarded annually to a student of Bowling Green State University who has demonstrated (criteria).

.OBJECTIVES

1. To establish an Administrative Staff Scholarship Program by December, 1984.

2. To conduct an annual giving program, commencing in March, 1984, whereby Administrative Staff can contribute to an Administrative Staff Scholarship.

3. To attain a minimum corpus of $5,000 for the Administrative Staff Scholarship by March, 1986.

4. To award the Administrative Staff Scholarship according to the established methods and criteria by May, 1986.
Administrative Staff Council
Proposed Communication Network

ASC Representative
Bob Arrowsmith

Constituents:
Bob Arrowsmith
Jim Austermiller
Zhanna Brant
JoAnn Brinkman
Tess Domini
Charles Frie
Mary Johnson
Miriam Mayer
Joanna Navin
Sue Perkins
Cindy Sue Puffer
Rebecca Utz
Gayle Welly

Cary Brewer

Susan Caldwell
Shirley Colaner
Robert McGeein
Rebecca McOmber
Elaine Bodil
John Gruber
Dale Schroeder
Charles Schultz

Linda Hamilton
Don Passmore
John Martin
Tom Glick
Dan Shelley
Cheryl Trocker
Lisa Claibor
Kerry Coldenauer
Duane Whitmire

Zola Buford

Bill Lanning
Tom Coombs
Mike VanEss
Pat Walter
Hany Crill
Rich Hughes
Dave Porch
Stephanie Tebow
Robin Streety
Terri Pandich

Plan any other
contact staff in the ASC
not on this list.

Admin. Staff
Personnel Services
Personnel Services
Capital Planning
Registration &
Records

Computer Services
Computer Services
Computer Services

Office of the V.P.
Planning &
Budgeting
Internal Auditing
Admissions
Admissions
Admissions
Admissions
Admissions
Registration &
Records

Residence Life
Residence Life
Residence Life
Residence Life
Residence Life
Residence Life
Residence Life
MEMORANDUM

TO: Carl Peschel
Foundation

FROM: Joe Martini
Administrative Staff Council

RE: Establishment of an Escrow Account for the Administrative Staff Scholarship

Please consider this memorandum as a request to establish an escrow account for the Administrative Staff Scholarship Fund with the intent that this account become an endowed scholarship fund once the $5,000 minimum required is reached.

The guidelines for awarding this scholarship will be finalized by January 1985 and will be submitted to you at that time.

The administrator for the Corpus Fund shall be the Treasurer of the Foundation. The administrator of the Income Fund shall be the Director of Financial Aid and Student Employment.
MEMORANDUM

TO: Jim Austermiller, Administrative Coordinator, Student Health Service
FROM: Bob G. Arrowsmith, Assistant Vice President for Student Affairs; Student Services and Financial Affairs

RE: Administrative Staff Scholarship Program

The Administrative Staff Council (ASC) has been discussing the establishment of an endowed scholarship, funded by contributions solicited from members of the administrative staff. The corpus of the endowment must be $5,000 before the interest can be distributed in the form of a scholarship. Plans call for the $5,000 to be in-hand by March, 1986.

The ASC has requested that all members of the administrative staff be given an opportunity to express their support for the scholarship program and that they also be given the opportunity to identify possible criteria for the scholarship.

As your representative to the ASC, I (along with all other representatives) am sending the attached survey for you to complete. Please take a few minutes to complete the survey and return it in the enclosed envelope.

If you have any questions about the proposed scholarship program, please contact me.

rb

Enclosures

Also sent to:
Zhanna Brant
JoAnn Brinkman
Tess Domini
Charles Frie
Mary Johnson
Miriam Neyer
Joanne Navin
Cindy Puffer
Rebecca Utz
The Administrative Staff Council is currently considering a proposal that would establish an endowed scholarship to be given to a student at Bowling Green State University. The principle of the scholarship would be $5,000 with interest being disbursed in the form of the actual scholarship. The $5,000 would be solicited from among members of the administrative staff with the total amount raised by 1986.

You have been given this form by your representative to the Administrative Staff Council as a way of soliciting your views on support for the scholarship and the possible criteria to be used in awarding the scholarship. Please take a few minutes to respond to the survey and return it as indicated.
MEMORANDUM

TO: Bob Arrowsmith
    Jane Wood
    Deb Heineman
    Zola Buford

FROM: Joe Martin

RE: ASC Scholarship Drive

Jim Hodge called to tell us that the consultants for the 75th Anniversary have recommended against any special appeal to the Faculty, Administrative Staff and Classified Staff.

Therefore, depending upon the timetable, the ASC will be only concentrating on "its own scholarship drive".

If you have any questions, please call.

sal
MEMORANDUM

TO: Carl Peaschel
Foundation

FROM: Joe Martin
Administrative Staff Council

RE: Establishment of an Escrow Account for the Administrative Staff Scholarship Fund

Please consider this memorandum as a request to establish an escrow account for the Administrative Staff Scholarship Fund with the intent that this account become an endowed scholarship fund once the $5,000 minimum required is reached.

The guidelines for awarding this scholarship will be finalized by January 1985 and will be submitted to you at that time.

The administrator for the Corpus Fund shall be the Treasurer of the Foundation. The administrator of the Income Fund shall be the Director of Financial Aid and Student Employment.

sal

cc: ASC Executive Committee
   Bob Arrowsmith
   Jane Wood
MEMORANDUM

TO: Bob Arrowsmith, Assistant Vice President for Student Affairs
Deb Heineman, Assistant Director of Financial Aid & Student Employment

FROM: ASC Executive Committee

RE: ASC Scholarship

At the last ASC Executive Committee meeting we began to explore the next steps necessary to take in continuing the scholarship project. The issues of the collection of pledge cards, the standardization of the giving plan, and the goal to be set for our first drive were all raised. It was suggested that a proposal be developed regarding these issues and submitted to Jim Hodge. Would your committee be willing to prepare this proposal? The Executive Committee would be glad to assist you if needed.

Thank you very much for your consideration.

JC/jm

cc: Joe Martini
Gregg DeCrane

Calced deb 6/4 on 6/17/84. We will hand cards out in a couple of days.
Card was cleared by Jim Hodge.
MEMORANDUM

TO: Administrative Staff Council Members
FROM: Bob Arrowsmith, Assistant Vice President for Student Affairs; Student Services and Financial Affairs

RE: Scholarship Program

Those members of the Administrative Staff Council who attended the ASC meeting on October 4 received printed information and heard details about the proposed Administrative Staff Scholarship Program. The discussion identified a need to contact administrative staff members about the program to solicit their views. The method agreed upon to contact the administrative staff members was the communication network recently established by ASC.

The primary concern was with the criteria to be used in selecting recipients of the proposed scholarship. It was felt that all administrative staff members should have the opportunity to make their views known with respect to the criteria. Additionally, there was some sentiment for identifying the measure of support for the program.

The attached survey has been developed to assist members of the ASC in soliciting the views of those administrative staff members assigned to them by the ASC communication network. You are being asked to make the contact by distributing the survey and by providing additional information about the proposed scholarship program when requested. As noted, completed survey forms are to be returned to Bob Arrowsmith, by Monday, October 29.

rb

Attachment

given to area members
10-19
<table>
<thead>
<tr>
<th>TOTAL GIFT</th>
<th>PAID NOW</th>
<th>BALANCE DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</table>

**Method of Payment**

<table>
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<tr>
<th>Payroll Deduction</th>
<th>Direct</th>
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</thead>
<tbody>
<tr>
<td>Monthly $_______</td>
<td>Check $_______</td>
</tr>
<tr>
<td>One Time $_______ on _______</td>
<td>Cash $_______</td>
</tr>
</tbody>
</table>

Date

**Administrative Staff Scholarship Program**

Bowling Green State University

Thank you for your contribution to the scholarship program sponsored by the administrative staff of Bowling Green State University.

**Charter Member**

**Name**

**Department**

**Date**

**TOTAL GIFT**

**PAID NOW**

**BALANCE DUE**

**Signature**

**Solicitor**
MEMORANDUM

TO: Bob Arrowsmith
    Jane Wood
    Deb Heineman
    Zola Buford

FROM: Joe Martin

RE: ASC Scholarship Drive

Jim Hodge called to tell us that the consultants for the 75th Anniversary have recommended against any special appeal to the Faculty, Administrative Staff and Classified Staff.

Therefore, depending upon the timetable, the ASC will be only concentrating on "its own scholarship drive".

If you have any questions, please call.
Administrative Staff Scholarship

A. Criteria. Please check the criteria that you feel should apply to the scholarship.

a. Should the recipient have financial need?
   - YES [65] - NO
   
   b. Should the recipient demonstrate academic excellence?
      - YES [93] - NO
      
      If yes, should academic excellence be demonstrated by:
      - Grade Point Average [54]
      - Academic Standing in Class (e.g., upper 20%) [46]

   c. Should the recipient demonstrate service to the University?
      - YES [45] - NO [55]
      
      If yes, what kind(s) of service should be demonstrated?

   d. Should the scholarship be limited to:
      a. Residents of Ohio?
         - YES [41] - NO [62]
      b. Upperclass students (e.g., sophomores, juniors, seniors)?
         - YES [63] - NO [40]
      c. Student employees?
         - YES [25] - NO [73]

   e. Please list other criteria that you believe should be attached to the scholarship, if any.

B. Do you support the scholarship program?
   - YES [90] - NO [12]

C. Comments:

Return by Monday, October 29, to Bob Arrowsmith, 305 Student Services Building.
Administrative Staff Scholarship

A. Criteria. Please check the criteria that you feel should apply to the scholarship.

a. Should the recipient have financial need?
   ______ YES ______ NO

b. Should the recipient demonstrate academic excellence?
   ______ YES ______ NO
   If yes, should academic excellence be demonstrated by:
   ______ Grade Point Average ______ Academic Standing in Class
   ______ ______
   (e.g., upper 20%)

c. Should the recipient demonstrate service to the University?
   ______ YES ______ NO
   If yes, what kinds of service should be demonstrated?

d. Should the scholarship be limited to:
   a. Residents of Ohio?
      ______ YES ______ NO
   b. Upperclass students (e.g., sophomores, juniors, seniors)?
      ______ YES ______ NO
   c. Student employees?
      ______ YES ______ NO

e. Please list other criteria that you believe should be attached to the scholarship, if any.

B. Do you support the scholarship program?
   ______ YES ______ NO

C. Comments:

Return by Monday, October 29, to Bob Arrowsmith, 305 Student Services Building.
MEMORANDUM

TO: Carl Peschel
Foundation

FROM: Joe Martin
Administrative Staff Council

RE: Establishment of an Escrow Account for the Administrative Staff Scholarship Fund

Please consider this memorandum as a request to establish an escrow account for the Administrative Staff Scholarship Fund with the intent that this account become an endowed scholarship fund once the $5,000 minimum required is reached.

The guidelines for awarding this scholarship will be finalized by January 1985 and will be submitted to you at that time.

The administrator for the Corpus Fund shall be the Treasurer of the Foundation. The administrator of the Income Fund shall be the Director of Financial Aid and Student Employment.

sal

cc: ASC Executive Committee
Bob Arrowsmith
Jane Wood
MEMORANDUM

To: Carl Peschel
   Foundation

From: Joe Martini
   Administrative Staff Council

Re: Administrative Staff Scholarship

Date: November 26, 1984

The Administrative Staff Council has expressed its intent to establish a scholarship program. The request to establish an escrow account was sent to you on November 19, 1984.

The criteria for the scholarship are as follows:

1. Academic excellence as indicated by a grade point average of ______ or above.

2. Financial need as indicated by ____________

3. Service to the University.

4. Upperclass students (rising sophomores, juniors and seniors).

Candidates will be required to complete an application available in the Office of Financial Aid and Student Employment.

The Administrative Staff Council Scholarship Committee will be responsible for determining the number of scholarships to be awarded and for selecting the recipient(s) of the scholarship.
MEMORANDUM

TO: Carl Peschel
Foundation Office

FROM: Joe Martini
Administrative Staff Council

RE: Administrative Staff Scholarship

DATE: December 6, 1984

The Administrative Staff Council has expressed its intent to establish a scholarship program. The request to establish an escrow account was sent to you on November 19, 1984.

The criteria for the scholarship are as follows:

1. Academic excellence as indicated by top 10% of each undergraduate college.

2. Financial need as indicated by income, number in family and number in college (to be determined by the Office of Financial Aid and Student Employment).

3. Upperclass students (rising sophomores, juniors and seniors).

4. Full-time or part-time student status.

Candidates will be required to complete an application available in the Office of Financial Aid and Student Employment.

The Administrative Staff Council Scholarship Committee will be responsible for determining the number of scholarships to be awarded and for selecting the recipient(s) of the scholarship.

JM:DH:le
MEMORANDUM

TO: Carl Peschel
   Foundation

FROM: Joe Martini
   Administrative Staff Council

RE: Establishment of an Escrow Account for the Administrative Staff Scholarship

Please consider this memorandum as a request to establish an escrow account for the Administrative Staff Scholarship Fund with the intent that this account become an endowed scholarship fund once the $5,000 minimum required is reached.

The guidelines for awarding this scholarship will be finalized by January 1985 and will be submitted to you at that time.

The administrator for the Corpus Fund shall be the Treasurer of the Foundation. The administrator of the Income Fund shall be the Director of Financial Aid and Student Employment.

sal
Administrative Staff Scholarship Program

Criteria

The sub-committee considered a number of criteria for the scholarship. We seek your consideration of these criteria, suggestions for additional criteria and you consensus on the final criteria.

1. Need. What level of need?

2. Academic. What GPA?

3. Service. What types of service?

4. Residency. Limited to residents of Ohio?

5. Dependent of employee. Limited to dependent children of administrative staff employees?

6. Class standing. Limited to dependents with current University student status?

7. Student employee. Limited to students employed by the University?

8. Maximum award. What dollar amount?

9. Use of scholarship. Use limited to educational expenses?

10. Continuing scholarship. Continue to receive award as long as recipient meets criteria?
Administrative Staff Scholarship Program

Timetable

Discussion of scholarship proposal with Alumni and Development Office; Sub-Committee on Scholarship program meets with James Hodge and Larry Weiss to discuss the concept in general terms.

September 21, 1984

First consideration of the proposal by the ASC Scholarship Sub-Committee. Discussion of the sub-committee included identification of the major steps of a scholarship drive, development of a timetable for implementing the program, and identification of possible criteria for the scholarship.

September 27, 1984

Preliminary discussion of proposal and criteria with ASC.

October 4, 1984

Proposal finalized by sub-committee with report to ASC.

November, 1984

Proposal approved by ASC.

December, 1984

Pre-pledge, sign-up drive among members of ASC.

January and February, 1985

Kick-off of solicitation drive for the administrative staff in conjunction with the University’s 75th Anniversary.

March 1985
Administrative Staff Scholarship Program

Contributions
Solicitation Network
Identification of Scholarship Candidates
Awarding Scholarship

A. Contributions

1. The solicitation campaign will be conducted annually. The options for contributions are as follows:
   a. one-time gift
   b. pledge per month contribution with no termination date
   c. pledge per month with termination date

2. The suggested minimum contributions are as follows:
   a. $_____ one-time gift.
   b. $5 per month

B. Solicitation Network

The communication network to be established by ASC will serve as the solicitation network. This should mean that each ASC member will contact about ten administrative staff members.

C. Identification of Scholarship Candidates

1. Self nominated
2. Nominated by administrative staff employee.
3. Open nomination.

D. Determination of Scholarship

An ASC Scholarship Committee will determine the recipient of the award.
December 12, 1984

MEMORANDUM

TO: Deborah Weiser McLaughlin, Public Relations

FROM: Bob G. Arrowsmith, Assistant Vice President for Student Affairs; Student Services and Financial Affairs

At the last Administrative Staff Council meeting, we presented an example of a pledge card that could be used in solicitations for the ASC scholarship. Can you give us some help in developing a pledge card that would be suitable for soliciting pledges?

rb
MEMORANDUM

TO: ASC Executive Committee
FROM: Joe Martin
RE: Escrow Account for ASC Scholarship

The following account number has been assigned by the Foundation for this scholarship:

REZCC

If you have any questions, please call.

sal
Administrative Staff Council

Fund-Raising Solicitation Suggestions

Know your product

Study the materials describing the scholarship. You will need to explain the overall program and focus upon those parts which might be of particular interest to your prospective donor. Tailor your talk to each new prospect and show your support by making your gift to the project prior to asking others.

Know your prospect

What would interest him/her most about this scholarship?

Make a personal visit

It is true that people give to people. Donors do not make substantial gifts in response to letters or telephone calls. Only through a face-to-face contact can you fully and sincerely explain your case and illustrate the importance of the program.

Time your visit

Do not drop in on your prospect unexpectedly or at busy times in the day. Make it a private visit.

Be positive - never apologetic

Make it clear that you have volunteered your time for this project because you fully believe in its merit. Thank the prospect for hearing your story, but don't apologize for wanting to tell it.

Stress the benefits and opportunities

Talk about the program in terms of the good things it will accomplish for students. Donors can identify more with benefits than they can with "needy causes." Donors may also balk at giving to GCCU so stress a gift to students. (The same students that keep us all employed!)

Be a good listener

Give your prospect a chance to talk about his/her personal likes and dislikes -- this helps you direct your remarks. Listen to, but never introduce negative topics such as recession, other charitable drives, high state income tax, etc.! Do not allow yourself to be led too far off the subject.

Ca$h must be in by 5th of October 20th
Welcome questions

Always welcome inquiries from prospects. If you don't know the answers, promise to get them and follow up quickly.

Ask for a specific amount

The amount you intend to seek should be established in advance with your local committee.

Ask for enough

Let the prospect know how much you hope he/she will give. Sometimes it helps to have a standard question in mind such as, "Would you consider a gift of $__________ to the Administrative Staff Scholarship fund payable over a 12 month period?"

Don't stay too long

Make your stay brief but informative.

Follow up

The larger the gift the more likely the prospect may wish to "think it over." Respect that expression but set a time to get back to the prospect (when at all possible.)

Close

Try to get the pledge during your appointment. If the prospect wants you to leave the pledge card, ask if you could return when the prospect has given the project more thought.

Thank your prospect regardless of the decision

If you have a pledge the thank you is easy. If you were unsuccessful, don't be discouraged. You may have made a call which will result in a gift to the scholarship on another occasion.
Some Additional Thoughts on Fund Raising

"Fund raising requires both optimism and realism. Without the first, few if any gift solicitation efforts would be made. Without the second, few if any would succeed."

-Howard L. Jones

Take the attitude that you are offering the prospect a chance to participate in a worthy project for present and future students of BGCU. Be enthusiastic. Let your commitment show as you talk.

Once you have asked the prospect to participate, pause and let the prospect respond. Be patient, wait until the prospect speaks.

After the ask it is a good time to emphasize the benefits of this scholarship and that gifts are tax deductible.

Responses to Resistance

As a volunteer, you won't run into the old cliche, "I gave at the office because we want them to "give at the office." However, you will run into cases of resistance. Here are some examples and some possible responses.

"You would be wasting your time calling on me, because I'm not in a position to contribute."

Answer: "Don't worry about that. This program is so important to the staff that we want you to be informed about it whether or not you can participate.

"I'm active in a number of worthy causes, and I'm fully committed to them at this time."

Answer: "You're exactly the kind of responsible person whose support we value. This is an on-going project. If you're fully committed for this year, perhaps you would consider a gift in 1986?"

"I wouldn't want to commit myself to a signed pledge. What if circumstances were to change and I couldn't keep my promise?"

Answer: "Unless the donor specifies that the pledge is irrevocable, a pledge to the scholarship can be increased, reduced or canceled at any time."

[Signature]
Fund-Raising Check List


2. Don't delay, get on with your calls for appointments. Make it a face to face request.

3. See your best prospects first.

4. Avoid public places for meetings.

5. Take any descriptive materials and pledge cards with you.

6. Be positive. Assume your prospect will make a pledge.

7. Mention that you are enthusiastic and have made your pledge.

8. Be a good listener.

9. Don't make it a long "sell."

10. Ask for a specific amount/pledge when possible. At least be ready to say, "The average gift seems to be $_______."

11. Follow up if necessary to answer questions and gain their support.

12. Try not to leave the pledge card.

13. Thank the prospect.

14. Keep the committee informed of your work and progress.
MEMORANDUM

TO: Jim Hodge
   Development

FROM: Deb Heineman

DATE: January 30, 1985

RE: ASC Scholarship Drive

I am enclosing a timetable/procedure outline as well as copies of the two letters we will be sending to all administrative staff.

Please contact me if you have any questions.

Thanks for all your help.

DH:le
Enclosure
January 30, 1985

MEMORANDUM

TO: Bob Arrowsmith  
Zola Buford  
Deb Heineman

FROM: James M. Hodge  
Assistant Vice President and  
Director of Development

RE: January 28 Meeting

Thanks for coming over Monday to discuss the administrative staff scholarship fund. As promised, I contacted Phil Mason about how this affects the Solicitations Policy. He asked that a description of the project and a tentative timetable be sent to him for "the record." I mentioned to him that this project has our hearty endorsement and he did not express any concern over the telephone.

/df
<table>
<thead>
<tr>
<th>TIME</th>
<th>RESPONSIBILITY</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>December</td>
<td>Executive Comm.</td>
<td>Assess apportionment of Administrative Staff</td>
</tr>
<tr>
<td>January</td>
<td>Election Committee</td>
<td>Seek volunteers &amp; nominees for ASC and for specific University standing committees (volunteers and nominees to come from the full administrative staff)</td>
</tr>
<tr>
<td>February</td>
<td>Election Committee</td>
<td>Conduct election for ASC membership (total admin. staff votes)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Conduct election to Univ. stand. comm. (total admin. staff votes)</td>
</tr>
<tr>
<td>March</td>
<td>Executive Committee</td>
<td>Solicit nominees for officers (officers to be drawn from ASC membership)</td>
</tr>
<tr>
<td></td>
<td>Election Committee</td>
<td>Prepare list of those eligible for election to executive committee</td>
</tr>
<tr>
<td></td>
<td>Election Committee</td>
<td>Solicit volunteers &amp; nominees for ASC standing committees (membership to be drawn from ASC members, including new members)</td>
</tr>
<tr>
<td>April</td>
<td>Election Committee</td>
<td>Conduct election of ASC officers &amp; area representatives (total admin. staff votes)</td>
</tr>
<tr>
<td></td>
<td>Election Committee</td>
<td>Conduct election of ASC standing committees (Administrative Staff Council members vote)</td>
</tr>
</tbody>
</table>
Administrative Staff Scholarship  
Bowling Green State University  

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>State</td>
</tr>
</tbody>
</table>

Payroll Deduction
- Monthly $ _______ beginning _______ ending _______
- One Time $ _______ on _______

Direct
- Cash $ _______
- Check $ _______

Total Gift: $ _______

Signature: ____________________________  Solicitor: ________________

Outright gifts: receipt sent.
Payroll deduction: receipt once a year at Jan.
Payroll Authorization: still goes to Accounting Office.

To earn 125,000
Following on person after the 10 day
for financial cash contribution.

Basu Foundation, Inc.
note: ACS Scholarship

Send to: Doni Hodge 

Do not include Upper Free.
Dear,
Two letters that we can possibly use in the campaign. Letter #1 would go out after the Feb meeting of the ASC. Letter #2 would go out until the start of the campaign. Send in BAP id's?
Bobby:
Below is what we envision for the ASC scholarship donor card. We didn't get any type set yet since I figured there'd be discussion and revision.

We didn't include a tear-off portion like the United Way card has. If we had included a "receipt" portion, we would have had to be sure that we collected them all, whether the person solicited gave or not. Otherwise, a non-giver could use the receipt for fraudulent income tax purposes. Besides, if we had included a tear-off section, we would have required perforation, something we cannot get done on campus. As it stands, we can have it printed on the sixth floor of the Ad Bldg. for $10.00.

Administrative Staff Scholarship Program
Bowling Green State University

1985 Charter Year

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
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<tbody>
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<table>
<thead>
<tr>
<th>CHY</th>
<th>STATE</th>
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<th>Social Security No.</th>
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</table>

Payroll Deduction - [ ] Monthly [ ] One Time [ ] Direct [ ] Cash [ ] Check

beginning _______ ending _______

Total Gift $ _______

Signature __________________________

Solicitor __________________________

Typesetting would be another $10 probably. This is to have a run of 450 cards on heavy paper stock. These are my initial thoughts. Please comment and maybe we can have prototypes for the Jan. 17 meeting.

Deb McLaughlin

2-27-86

pc: Joe Martini
MEMORANDUM

TO: Members of the Administrative Staff

FROM: Administrative Staff Council Scholarship Committee

The Administrative Staff Council is pleased to announce that plans for the Administrative Staff Scholarship Program have been completed. The response by the administrative staff indicates positive support for the scholarship program. We are now at a point in time where the scholarship program is to be implemented.

The scholarship program is intended to provide an opportunity for members of the administrative staff to demonstrate their support of the educational mission of the University through their contribution to a scholarship program. The immediate goal for the program is to establish a scholarship fund with a corpus of $5,000, the interest on which will be distributed as a scholarship. The long-range goal is, through annual campaigns, to increase the corpus so that additional scholarships can be made available.

The views of the administrative staff, as indicated in the scholarship program survey guided the development of the scholarship criteria. These criteria are: 1) financial need as determined by the Financial Aid and Student Employment Office; 2) academic excellence as determined by an academic ranking in the top ten (10) percent of the college in which the student is enrolled; 3) class standing defined as a rising sophomore, junior or senior; and 4) enrollment status of part-time or full-time enrollment.

The campaign for contributions to the scholarship program will be low-keyed. When you receive the pledge card on March__, please keep in mind that the success of the campaign is dependent upon your voluntary contribution to the scholarship fund.

rb
The Administrative Staff at Bowling Green State University has established an Administrative Staff Scholarship Program. The corpus of the scholarship will be established and increased through an annual giving campaign conducted among the Administrative Staff at Bowling Green State University. The corpus will be held by the Bowling Green State University Foundation and the scholarship will be administered by the Director of Financial Aid and Student Employment. The Administrative Staff Council, through its members and committees, is responsible for establishing and amending, as needed, the purpose and criteria of the scholarship program; for conducting the annual giving program; and for determining the recipient(s) of the scholarship.

The goal of the Administrative Staff Scholarship Program is to establish an endowed scholarship to be awarded annually to a student at Bowling Green State University who meets the criteria established for the scholarship. The criteria for determining eligibility and for awarding the scholarship are as follows:

1. Financial need as determined by the Financial Aid and Student Employment Office including the family adjusted gross income, number in the household and number in college. In addition, special circumstances in regard to financial need will be considered.

2. Academic excellence as indicated by an academic ranking in the top ten (10) percent of the college in which the student is enrolled.

3. Class standing defined as a rising sophomore, junior or senior.

4. Enrollment status defined as part-time and full-time enrollment.

Students must apply for the scholarship annually. Applications for the scholarship will be available in the Financial Aid and Student Employment Office annually in January.
The Administrative Staff Scholarship is given annually to an upperclass student who ranks in the top 10% of his/her college, demonstrates financial need and provides leadership/service to BGSU and community. The scholarship is used to pay any education-related expenses. Payment of the award is made in two installments, Fall and Spring semesters, from funds deposited with the BGSU Foundation, Inc.

Name ___________________________ Social Security Number ____________
Local Address ______________________ Local Phone ________________
Number and Street

Home Address ______________________
Number and Street

City __________________ State _______ ZIP __________

College: __________________________ Expected date of graduation: __________________

- Arts and Sciences
- Business Administration
- Education
- Health and Human Services
- Musical Arts
- Technology

Major ____________________________

Minor ____________________________

Academic honors or distinctions (assistantships, awards, honoraries, scholarships, etc.)

Participation/membership in university activities and organizations (activities, athletics, committees, and councils, living units, organizations, student government, etc.). Please designate year(s) of participation/membership.

Contributions of leadership and service to community, state and nation (activities, organizations, volunteer work, etc.).

Other activities and/or employment during academic year. Designate year and/or dates of employment.
Determination of financial need. Please answer the following questions:

Marital Status as of date form is completed:

- Unmarried (Answer questions 1, 2 and 3 for 1985-86.)
- Married (Answer questions 1, 2 and 3 for 1986 only.)

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Did or will the student live with the parents for more than six weeks (42 days)?</td>
<td>1985</td>
<td></td>
<td>1986</td>
<td></td>
</tr>
<tr>
<td>2. Did or will the parents claim the student as a U.S. income tax exemption?</td>
<td>1985</td>
<td></td>
<td>1986</td>
<td></td>
</tr>
<tr>
<td>3. Did or will the student get more than $750 worth of support from the parents?</td>
<td>1985</td>
<td></td>
<td>1986</td>
<td></td>
</tr>
</tbody>
</table>

Household Information  If you answered "yes" to any question in 1, 2 or 3, complete 4 and 4 only. If you answered "no" to all questions in 1, 2 and 3, complete 5a and 5b only.

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>4a. Total size of parents' household in 1986-87 (include student even if they meet the definition in the instructions.)</td>
<td>5a. Total size of student's household in 1986-87 (include the student, spouse, and dependent children.)</td>
<td></td>
</tr>
<tr>
<td>4b. Of the number in 4a, indicate the number in college during 1986-87 (include student and others who will be in college at least half time.)</td>
<td>5b. Of the number in 5a, indicate the number in college during 1986-87 (include student and others who will be in college at least half time.)</td>
<td></td>
</tr>
</tbody>
</table>

Income Information If you answered "yes" to any question in 1, 2 or 3, complete 6, 6a, 6b, 6c and 6d only. If you answered "no" to all questions in 1, 2 and 3, complete 7a, 7b, and 7c only. Report 1985 income from IRS Form 1040 (line 22), 1040A (line 14), or 1040EZ (line 3).

6. The income reported in 6a is for (check only one box);
   - Two parents (or a parent and stepparent who are married and living together).
   - One parent who is single, divorced, separated, or widowed.

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6a.</td>
<td>Parents $</td>
<td></td>
<td>7a.</td>
</tr>
<tr>
<td>6b.</td>
<td>Student $</td>
<td></td>
<td>7b.</td>
</tr>
<tr>
<td>6c.</td>
<td>Spouse $</td>
<td></td>
<td>7c.</td>
</tr>
<tr>
<td>6d.</td>
<td>Total $</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OFFICE USE ONLY

GPA

Financial Need
Bobby:

Below is what we envision for the ASC scholarship donor card. We didn't get any type set yet since I figured there'd be discussion and revision.

We didn't include a tear-off portion like the United Way card has. If we had included a "receipt" portion, we would have had to be sure that we collected them all, whether the person solicited gave or not. Otherwise, a non-giver could use the receipt for fraudulent income tax purposes. Besides, if we had included a tear-off section, we would have required perforation, something we cannot get done on campus. As it stands, we can have it printed on the sixth floor of the Ad Bldg. for $10.00.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH1</td>
<td>State</td>
</tr>
<tr>
<td></td>
<td>Zip</td>
</tr>
<tr>
<td></td>
<td>Social Security No.</td>
</tr>
</tbody>
</table>

Payroll Deduction:  
- [ ] Weekly  
- [ ] Monthly beginning ______ ending ______  
- [ ] Other Time  
- [ ] on ______

[ ] Direct deposit  
- [ ] Check 
- [ ] Cash

Signature: ________________________  
Collector: ________________________

Total Gift: ______

Typesetting would be another $10 probably. This is to have a run of 450 cards on heavy paper stock. These are my initial thoughts. Please comment and maybe we can have prototypes for the Jan. 17 meeting.

Sue M. Laughlin

pc: Joe Martini
Administrative Staff Scholarship
Bowling Green State University

1985 Charter Year

Name: DAVID WEINANDY
City: APPALACHUS, OHIO

Address: 500 THREE MEADOWS COURT
State: OHIO
Social Security No: 570-46-4432

Payroll Deduction
- Monthly $: 25.00 beginning April 20

Total Gift
$ 25.00

Signature: [Signature]
Solicitor: [Solicitor]
MEMORANDUM

TO: Members of the Administrative Staff

FROM: Administrative Staff Council Scholarship Committee

You recently received information about the Administrative Staff Scholarship Program, including information that the pledge campaign would soon begin. This is to announce that the campaign is now underway.

You will find enclosed a pledge card on which you can indicate your contribution to the scholarship program. Direct contributions are accepted as are contributions by payroll deduction. The representative of the Administrative Staff Council who is responsible for contacting you will collect pledge cards by March 27.

A pledge campaign has already been conducted among the members of the Administrative Staff Council and the Administrative Staff Council Executive Committee. We are pleased to announce that $2400 has been collected and/or pledged for the scholarship fund. We hope that the remainder of the campaign will be equally successful.

lr

Enclosure
The Administrative Staff Council is currently considering a proposal that would establish an endowed scholarship to be given to a student at Bowling Green State University. The principle of the scholarship would be $5,000 with interest being disbursed in the form of the actual scholarship. The $5,000 would be solicited from among members of the administrative staff with the total amount raised by 1986.

You have been given this form by your representative to the Administrative Staff Council as a way of soliciting your views on support for the scholarship and the possible criteria to be used in awarding the scholarship. Please take a few minutes to respond to the survey and return it as indicated.
MEMORANDUM

TO: Members of the Administrative Staff

FROM: Administrative Staff Council Scholarship Committee

The Administrative Staff Council is pleased to announce that plans for the Administrative Staff Scholarship Program have been completed. The response by the administrative staff indicates positive support for the scholarship program.

The scholarship program is intended to provide an opportunity for members of the administrative staff to demonstrate their support of the mission of the University through their contributions to the Administrative Staff Scholarship Program. The immediate goal for the program is to establish a scholarship fund with a corpus of $5,000, the interest on which will be distributed as a scholarship. The long-range goal is, through annual campaigns, to increase the corpus so that additional scholarships can be made available.

The views of the administrative staff, as indicated in the scholarship program survey guided the development of the scholarship criteria. These criteria are: 1) financial need as determined by the Financial Aid and Student Employment Office; 2) academic excellence as determined by an academic ranking in the top ten (10) percent of the college in which the student is enrolled; 3) class standing defined as a rising sophomore, junior or senior; and 4) enrollment status of part-time or full time.

The campaign for contributions to the scholarship program will be low-keyed. When you receive the pledge card, please keep in mind that the success of the campaign is dependent upon your voluntary contribution to the scholarship fund.

jm
Date 4-29-85

TO: Deb

FROM: Jim Hodge, Alumni Center

X For your information
For your files
For your handling
For your comments
Please furnish me copy of reply
Please return this to our office
Read and file
For your approval

Remarks:
MEMORANDUM

TO: James M. Hodge
   Director of Development and Assistant Vice President

FROM: Deb Heineman, Associate Director
   Financial Aid and Student Employment

PE: Administrative Staff Scholarship

DATE: April 23, 1985

I am pleased to announce that, as of April 23, 120 members of
Bowling Green State University's administrative staff have
pledged a total of $4831 (unofficial count) toward the establish-
ment of the Administrative Staff Scholarship.

I would also like to request that you seek support from the
Alumni Foundation to match the pledges up to $2000 for the
Administrative Staff Scholarship. As you can see, there is
support for this scholarship which we hope will grow each year
as the program evolves. Additional support from the Alumni
Foundation would help to ensure the continued viability and
success of the program.

I appreciate your efforts in this endeavor. Thank you.

[Handwritten note]

Joe - Tare already asked.

The Foundation Executive
Committee to match
on a dollar per dollar
basis your gifts up to
$2500. This would make gift
$2000.

I hope to have more news. The
staff and Administration
will make it happen. Thanks
again, Bobby
MEMORANDUM

TO: ASC Representatives

FROM: Deb Heineman, Associate Director
Financial Aid and Student Employment

RE: Administrative Staff Scholarship

As of April 13, we have collected pledges for the Administrative Staff Scholarship totaling $4,331, just $169 short of our $5,000 goal. Everyone has done a superb job of soliciting pledges from their constituents and of making the communication network a viable system.

With this in mind, I am asking that you make one more attempt to solicit pledges from those constituents who have not responded to your request for a contribution to the scholarship fund. Perhaps this will be the impetus needed to reach our $5,000 goal.

Please let me know if I can be of assistance to you, as I have maintained a record of all responses received.

Thank you.

DH/jm
May 3, 1985

TO: ASC Executive Committee
   Scholarship Committee

FROM: Joe Martini

This letter will be sent to Retirees . . . if you have any thoughts about changes, please RSVP.

RE: Administrative Staff Scholarship

The Administrative Staff through the Administrative Staff Council has established an endowed scholarship through the Bowling Green State University Foundation to be funded through an annual fund drive. The specifics are outlined in the enclosed statement of purpose.

Just as important as telling you about this Administrative Staff project, we are asking for your consideration and support. If you do wish to contribute to the Administrative Staff Scholarship, please mail the enclosed card with your donation (check: made payable to Bowling Green State University Foundation or payroll deduction authorization) to Deb Heineman, Chair, Scholarship Committee, c/o Student Financial Aid Office, in the enclosed pre-stamped envelope.

Thank you for your interest and support.

Sincerely,

Joseph Martini, Chair
Administrative Staff Council

Enclosures: Pre-stamped Envelope
Statement of Purpose
Dilek Heinerman

1) These letters were mailed Tuesday 5/9/85

2) Please keep these in your scholarship file

3) I regret an immediate return to this office

Thank you very much...

[Signature]

5/9/85
RE: Administrative Staff Scholarship

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Thank you for your interest and support.

Sincerely,

Joseph Martini, Chair
Administrative Staff Council

Enclosures: Pre-stamped Envelope
Statement of Purpose
To: Dick Sneed

Re: Pat Fergus's response

Keep writing these thinner letters sent to readers for future use... probably would not send next year.

J. M. Kitton
5/17/88
Patricia Gangwer  
877 Carol Road  
Bowling Green, Ohio 43402

RE: Administrative Staff Scholarship

The Administrative Staff through the Administrative Staff Council has established an endowed scholarship through the Bowling Green State University Foundation to be funded through an annual fund drive. The specifics are outlined in the enclosed statement of purpose.

Just as important as telling you about this Administrative Staff project, we are asking for your consideration and support. If you do wish to contribute to the Administrative Staff Scholarship, please mail the enclosed card with your donation (check made payable to Bowling Green State University Foundation or indicate payroll deduction authorization) to Deb Reinaman, Chair, Scholarship Committee, c/o Student Financial Aid Office, in the enclosed envelope.

Thank you for your interest and support.

Sincerely,

Joseph Martini, Chair  
Administrative Staff Council

Enclosures: Pre-stamped Envelope  
Statement of Purpose

Joe:

Since I am in the process of establishing my own endowed scholarship, I hope you will understand why I am not contributing to this one! Nevertheless, it is a great idea, and I commend the Administrative Staff for putting it into effect.
The Administrative Staff at Bowling Green State University has established an Administrative Staff Scholarship Program. The corpus of the scholarship will be established and increased through an annual giving campaign conducted among the Administrative Staff at Bowling Green State University. The corpus will be held by the Bowling Green State University Foundation and the scholarship will be administered by the Director of Financial Aid and Student Employment. The Administrative Staff Council, through its members and committees, is responsible for establishing and amending, as needed, the purpose and criteria of the scholarship program; for conducting the annual giving program; and for determining the recipients(s) of the scholarship.

The goal of the Administrative Staff Scholarship Program is to establish an endowed scholarship to be awarded annually to a student at Bowling Green State University who meets the criteria established for the scholarship. The criteria for determining eligibility and for awarding the scholarship are as follows:

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2. Academic excellence as indicated by an academic ranking in the top ten (10) percent of the college in which the student is enrolled.

3. Class standing defined as a rising sophomore, junior or senior.

4. Enrollment status defined as part-time and full-time enrollment.

Students must apply for the scholarship annually. Applications for the scholarship will be available in the Financial Aid and Student Employment Office annually in January.
capitalize "C" on DeGrane
MEMORANDUM

TO: Deb Heinsman, Associate Director
Financial Aid and Student Employment

FROM: Gregg DeCrane
Assistant Vice President for Student Affairs
Student Activities & Orientation

DATE: May 21, 1985

SUBJECT: Administrative Staff Scholarship

In follow-up to your memorandum of April 20, 1985, I am using this means to notify you that Deanna Ochoiti, Clarence Terry, and Manuel Vadillo will be making pledges to the Minority Scholarship Fund.

If you have any further questions, please feel free to give me a call.

GD:dkh
June 3, 1985

MEMORANDUM

TO: Joe Martini
    Bursar

Deborah Heineman
Financial Aid & Student Employment

FROM: Dwight F. Burlingame
      Acting Vice President

It is a pleasure for me to inform you that the University Foundation at their May Board Meeting agreed to match dollar for dollar up to $2,500 for the staff scholarship fund. Since you have been working on this program, I know that you will be pleased with the action of the Foundation.

In addition, I would like to commend you for your efforts in establishing the staff scholarship.

ss

"An Environment for Excellence"
MEMORANDUM

TO: Dr. Dwight Burlingame
   Acting Vice President for University Relations

FROM: Joe Martini, Chairman
       Administrative Staff Council

On behalf of the Administrative Staff Council, I wish to express our thanks for your assistance (also that of Jim Hodge) for the matching grant of $2,500.00 to be added to the Administrative Staff Scholarship fund.

Not only will it allow the ASC to give its first scholarship for the 1986/87 academic year, but it has already reaffirmed the importance of this project.

Many thanks to you, Jim Hodge and the Foundation for this support.

sal

xc: ASC Executive Committee
MEMORANDUM

TO: Deb Heineman
FROM: Joe Martin
PE: ASC Scholarship Activity

Just a review of activity to be completed for the 1985 scholarship drive:

1) Special "thanks" to those who have contributed to this fund.

2) A memo updating all Administrative Staff with a special reminder to read something like this:

"If by chance you have not contributed and wish to do so, please complete the enclosed scholarship card and return it to me."

With your help and energies, the ASC scholarship program has had an excellent beginning, probably more than any of us expected.

Many, many thanks.

sal

xc: Gregg DeCrane
ALC Scholarship Application Information

Name
Address
SSN
College
Class status for 1986-87 year
Expected date of graduation
Major/Minor
Honors/Distinctions
Leadership/Service to Community
Leadership/Service to University
Other activities and/or employment during academic year. Designate year and/or dates of employment.
Names of 3 references.
Financial Aid Info (adjusted gross income, number in family, number in college, dependent/independent status)

- - - Office Use Only - - -

GPA
Financial need
TO: Administrative Staff Members

FROM: Deb Heineman

DATE: June 26, 1985

RE: ASC Scholarship Update

Congratulations! Thanks to your efforts and generosity we have now received $5,422.00 in pledges and/or contributions toward the establishment of the Administrative Staff Scholarship.

In addition, the Alumni Foundation Board has agreed to match the amount collected by December 1985 up to a total of $2500. Since we will have collected at least $2500 by this date, the matching gift will ensure that the corpus of the scholarship will reach $5000 which is the amount needed for an endowed scholarship. This means that we will attain our goal of being able to award the first Administrative Staff Scholarship for the 1986-87 year.

We can all be proud of this accomplishment! If you have not yet contributed to this worthwhile cause, it is not too late. A pledge card has been enclosed which you can send to Deb Heineman, 450 Student Services, if you have not yet contributed to the scholarship fund.

Once again, congratulations!

DH:lr

Enclosure
FINANCIAL AID AND STUDENT EMPLOYMENT
Bowling Green State University
(419) 372-2651

MEMORANDUM

TO: Kathryn Thiede

FROM: Deb Heineman

SUBJECT: ASC Scholarship Committee Meeting

The first meeting of the Scholarship Committee will be held this Thursday, October 24 from 10 a.m.-12 noon in the 4th floor Conference Room of the Student Services Building. Our agenda will be as follows:

1. Establish timeline for awarding scholarship
2. Review the criteria for awarding the ASC Scholarship
3. Develop procedure for identifying eligible students
4. Develop draft of scholarship application
5. Recommend procedure for reviewing and awarding scholarship applicants

Please call me at 2-2651 if you cannot attend. Thank you!
October 22, 1985

Jim Hodge
952 14th Avenue SW
Rochester, MN 55902

Dear Jim:

First of all, I hear that congratulations are in order for you and Sally as you are expecting your first child next spring. I'm happy for both of you as it is truly an exciting event in a couple's lives. I hope that all is going well for Sally during her pregnancy.

Second, I want to thank you for your generous contribution to the Administrative Staff Scholarship fund. As you are probably aware, we have succeeded in collecting the first $2500 in contributions from the administrative staff which has enabled us to obtain the matching $2500 from the Alumni Board. Thus, our first scholarship(s) will be awarded next March for the 1986-87 year.

I appreciate all that you have done to help us organize this effort in such a short amount of time, especially your "lobbying" for the matching gift from the Alumni Board.

We all miss you but hear you're doing well up there. Let me know what winter is like up North and root for those Vikings. Thanks again and take care.

Sincerely,

Deb Heineman
Associate Director
Mr. Joe Martini  
Bursar  
Administration Bldg.  

Dear Joe:

As part of his annual Presidents Club pledge, James M. Hodge has designated $100 to the Administrative Staff Scholarship Fund.

If you have any questions, please do not hesitate to call me.

Sincerely,

[Signature]

Denise Freeman  
Development Office

P.S. He really will become a professional!
# Administrative Staff Scholarship

## Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>October 24</strong></td>
<td>First Committee Meeting</td>
</tr>
<tr>
<td><strong>November 7</strong></td>
<td>Send letter to each college explaining ASC Scholarship and awarding procedure. Present application questions and timeline to ASC for comments.</td>
</tr>
<tr>
<td><strong>December 6</strong></td>
<td>Finalize scholarship application and cover letter.</td>
</tr>
<tr>
<td><strong>December 9</strong></td>
<td>Send application/letter to typesetting.</td>
</tr>
<tr>
<td><strong>December 20</strong></td>
<td>Materials sent to Duplicating. Send request to registration for 10% of college listing.</td>
</tr>
<tr>
<td><strong>January 2</strong></td>
<td>Mail packets of applications to each college for distribution.</td>
</tr>
<tr>
<td><strong>January 13-February 14</strong></td>
<td>Applications available from colleges and Office of FASE.</td>
</tr>
<tr>
<td><strong>February 14</strong></td>
<td>Deadline date for receipt of applications.</td>
</tr>
<tr>
<td><strong>February 17, 18</strong></td>
<td>Initial screening for requirements (top 10% of college, financial need).</td>
</tr>
<tr>
<td><strong>February 19-March 7</strong></td>
<td>Scholarship committee to review and rank applicants.</td>
</tr>
<tr>
<td><strong>March 7-March 14</strong></td>
<td>Arrange a Scholarship Committee Meeting to award scholarship.</td>
</tr>
<tr>
<td><strong>March 14</strong></td>
<td>Award letter mailed to recipient.</td>
</tr>
<tr>
<td><strong>March 24</strong></td>
<td>Begin campaign to solicit funds for ASC Scholarship.</td>
</tr>
<tr>
<td><strong>April 25</strong></td>
<td>Conclude fund-raising campaign.</td>
</tr>
</tbody>
</table>
ACC Scholarship Application Information

Name
Address
SSN
College
Class status for 1986-87 year
Expected date of graduation
Major/Minor
Honors/Distinctions
Leadership/Service to Community
Leadership/Service to University
Other activities and/or employment during academic year. Designate year and/or dates of employment.
Names of 3 references.
Financial Aid Info (adjusted gross income, number in family, number in college, dependent/independent status)

--- Office Use Only ---

GPA
Financial need
FINANCIAL AID AND STUDENT EMPLOYMENT

Bowling Green State University
(419) 372-2651

MEMORANDUM

TO:          

FROM: Deb Heineman

SUBJECT: ASC Scholarship Committee

Date   October 30, 1985

Please review the enclosed information which I have compiled from our meeting. I think we accomplished a great deal from a 2 hour meeting. If you have any questions about the enclosed info, please let me know before the November 7 ASC meeting at which time the proposed application information, the scholarship procedure and the calendar will be presented to the full ASC for their comments. I personally think that they will be impressed with our work. I know I am.

Thanks for your enthusiasm and excellent ideas. This is going to be a good group! I'll see you at the ASC meeting.
Administrative Staff Scholarship

TIMELINE

October 24  First Committee Meeting

November 7  Send letter to each College explaining ASC Scholarship and awarding procedure
Present application questions and timeline to ASC for comments

December 5  Finalize scholarship application and cover letter

December 9  Send application/letter to typesetting

December 20  Materials sent to Duplicating
Send request to Registration for 10% of College listing

January 2  Mail packets of applications to each college for distribution

January 13-  Applications available from Colleges and
February 14  Office of FASE

February 14  Deadline date for receipt of applications

February 17, 18  Initial screening for requirements (top 10% of College, financial need)

February 19-  Scholarship Committee to review and rank applicants
March 7

March 7-  Arrange a Scholarship Committee Meeting to
March 14  award scholarship

March 14  Award letter mailed to recipient

March 24  Begin campaign to solicit funds for ASC Scholarship

April 25  Conclude fund-raising campaign
Name
Address
SSN
College
Class status for 1986-87 year
Expected date of graduation
Major/Minor
Honors/Distinctions
Leadership/Service to Community
Leadership/Service to University
Other activities and/or employment during academic year. Designate year and/or dates of employment.
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-- Office Use Only --

GPA
Financial need
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3. Class standing defined as a rising sophomore, junior or senior.

4. Enrollment status defined as part-time and full-time enrollment.

Students must apply for the scholarship annually. Applications for the scholarship will be available in the Financial Aid and Student Employment Office annually in January.
OFFICE of FINANCIAL AID and STUDENT EMPLOYMENT
450 Student Services Building

1986-37 APPLICATION FOR ADMINISTRATIVE STAFF SCHOLARSHIP

Name __________________________ Social Security No. __________

Home Address __________________________ Phone _________

Street __________________ City ______ State __ ZIP __

Campus Address __________________________ Phone _________

Parents' Name __________________________

Parents' Address __________________________ Phone _________

Street __________________ City ______ State __ ZIP __

College Status for the coming academic year:

Sophomore ____ Junior ____ Senior ____

College
Arts & Sciences ____
Business ____
Education ____
Health & Comm. ____
Services ____
Musical Arts ____
Technology ____

Expected Date of Graduation:

Semester ____ Year ______

Parents' 1985 Adjusted Gross Income _________

Students' 1985 Adjusted Gross Income _________

Number in Household _________

Number in College _________

Please explain any special circumstances that relate to your financial need: __________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

_________________________________________________________________________________________

To be completed by Office of Financial Aid & Student Employment

Grade Point Average _______ Class Rank _______
MEMORANDUM

DATE: November 8, 1985

TO: Dr. Gerald Saddlemire, Interim Dean
   Education

FROM: Deb Heinsman, Chair-elect
      Administrative Staff Council

RE: Information on Administrative Staff Scholarship

The administrative staff have established an endowed scholarship fund in order to increase the number of scholarships available to students at Bowling Green State University. The following criteria will be used to select the first recipient(s) of the scholarship for the 1986-87 academic year:

-- Rank in the top 10% of the student's college;
-- Financial need;
-- Rising Sophomore, junior or senior;
-- Full-time or part-time enrollment;
-- Leadership and service.

I am sending you this information as well as a tentative calendar for awarding the scholarship in order for you to inform students in your college of this particular award. You will receive scholarship applications in January and we ask that you make them available to students who are interested in applying. All collection and reviewing of the applications will be done by our Scholarship Committee.

If you have any questions, please feel free to contact me.
MEMORANDUM

DATE: November 8, 1985

TO: Dr. Kendall Baker, Dean
   Arts & Sciences

FROM: Deb Heineman, Chair-elect
   Administrative Staff Council

RE: Information on Administrative Staff Scholarship

The administrative staff have established an endowed scholarship fund in order to increase the number of scholarships available to students at Bowling Green State University. The following criteria will be used to select the first recipient(s) of the scholarship for the 1986-87 academic year:

-- Rank in the top 10% of the student's college;
-- Financial need;
-- Rising sophomore, junior or senior;
-- Full-time or part-time enrollment;
-- Leadership and service.

I am sending you this information as well as a tentative calendar for awarding the scholarship in order for you to inform students in your college of this particular award. You will receive scholarship applications in January and we ask that you make them available to students who are interested in applying. All collection and reviewing of the applications will be done by our Scholarship Committee.

If you have any questions, please feel free to contact me.
MEMORANDUM

DATE: November 8, 1985

TO: Dr. Robert Patton, Dean
Business Administration

FROM: Deb Heineman, Chair-elect
Administrative Staff Council

RE: Information on Administrative Staff Scholarship

The administrative staff have established an endowed scholarship fund in order to increase the number of scholarships available to students at Bowling Green State University. The following criteria will be used to select the first recipient(s) of the scholarship for the 1986-87 academic year:

-- Rank in the top 10% of the student's college;
-- Financial need;
-- Rising sophomore, junior or senior;
-- Full-time or part-time enrollment;
-- Leadership and service

I am sending you this information as well as a tentative calendar for awarding the scholarship in order for you to inform students in your college of this particular award. You will receive scholarship applications in January and we ask that you make them available to students who are interested in applying. All collection and reviewing of the applications will be done by our Scholarship Committee.

If you have any questions, please feel free to contact me.
MEMORANDUM

DATE: November 8, 1985

TO: Dr. Robert Thayer, Dean
    Musical Arts

FROM: Deb Heineman, Chair-elect
      Administrative Staff Council

RE: Information on Administrative Staff Scholarship

The administrative staff have established an endowed scholarship fund in order to increase the number of scholarships available to students at Bowling Green State University. The following criteria will be used to select the first recipient(s) of the scholarship for the 1986-87 academic year:

- Rank in the top 10% of the student's college;
- Financial need;
- Rising sophomore, junior or senior
- Full-time or part-time enrollment
- Leadership and service

I am sending you this information as well as a tentative calendar for awarding the scholarship in order for you to inform students in your college of this particular award. You will receive scholarship applications in January and we ask that you make them available to students who are interested in applying. All collection and reviewing of the applications will be done by our Scholarship Committee.

If you have any questions, please feel free to contact me.
MEMORANDUM

DATE: November 8, 1985

TO: Dr. Jerry Streichler, Dean Technology

FROM: Deb Heineman, Chair-elect Administrative Staff Council

PE: Information on Administrative Staff Scholarship

The administrative staff have established an endowed scholarship fund in order to increase the number of scholarships available to students at Bowling Green State University. The following criteria will be used to select the first recipient(s) of the scholarship for the 1986-87 academic year:

-- Rank in the top 10% of the student's college;
-- Financial need;
-- Rising sophomore, junior or senior;
-- Full-time or part-time enrollment;
-- Leadership and service.

I am sending you this information as well as a tentative calendar for awarding the scholarship in order for you to inform students in your college of this particular award. You will receive scholarship applications in January and we ask that you make them available to students who are interested in applying. All collection and reviewing of the applications will be done by our Scholarship Committee.

If you have any questions, please feel free to contact me.
MEMORANDUM

DATE: November 3, 1985

TO: Dr. Clyde Willis, Dean
    Health & Human Services

FROM: Deb Heineman, Chair-elect
       Administrative Staff Council

RE: Information on Administrative Staff Scholarship

The administrative staff have established an endowed scholarship fund in order to increase the number of scholarships available to students at Bowling Green State University. The following criteria will be used to select the first recipient(s) of the scholarship for the 1986-87 academic year:

-- Rank in the top 10% of the student's college;
-- Financial need;
-- Rising sophomore, junior or senior
-- Full-time or part-time enrollment
-- Leadership and service

I am sending you this information as well as a tentative calendar for awarding the scholarship in order for you to inform students in your college of this particular award. You will receive scholarship applications in January and we ask that you make them available to students who are interested in applying. All collection and reviewing of the applications will be done by our Scholarship Committee.

If you have any questions, please feel free to contact me.
MEMORANDUM

DATE: November 8, 1985
TO: Dr. William McGraw, Dean
Firelands

FROM: Deb Heineman, Chair-elect
Administrative Staff Council

SUBJECT: Information on Administrative Staff Scholarship

The administrative staff have established an endowed scholarship fund in order to increase the number of scholarships available to students at Bowling Green State University. The following criteria will be used to select the first recipient(s) of the scholarship for the 1986-87 academic year:

-- Rank in the top 10% of the student's college;
-- Financial need;
-- Rising sophomore, junior or senior;
-- Full-time or part-time enrollment;
-- Leadership and service.

I am sending you this information as well as a tentative calendar for awarding the scholarship in order for you to inform students in your college of this particular award. You will receive scholarship applications in January and we ask that you make them available to students who are interested in applying. All collection and reviewing of the applications will be done by our Scholarship Committee.

If you have any questions, please feel free to contact me.
MEMORANDUM

TO: Deb Heineman
   Chair-Elect, Administrative Staff Council

FROM: William R. McGraw
       Dean, Firelands College

SUBJECT: Administrative Staff Scholarship

Thank you for informing me of the availability of, and other information concerning, the Administrative Staff endowed scholarship. New scholarships are always welcome!

I have passed this information on to John Hartung (Chair of our Scholarship Committee) and Holly Hilborn (Coordinator of Public Relations) for follow-through.
November 14, 1985

MEMORANDUM

TO: Deb Heineman, Chair-elect
   Administrative Staff Council

FROM: Gerald L. Saddlemire
       Interim Dean

I acknowledge with thanks the information on the Administrative Staff Scholarship. It is particularly important to recognize quality shown by students already a part of the University. The College of Education and Allied Professions will share the information with the potential candidates.

GLS/csw

"An Environment for Excellence"
MEMORANDUM

TO: Deb Heineman, Chair-elect
Administrative Staff Council

FROM: Clyde Willis, Dean
College of Health and Human Services

DATE: November 15, 1985

Thank you for the information on the Administrative Staff Scholarship. I am sharing the information with Jennifer Spielvogel, Director of our Office of Program Advisement and have asked her to disseminate it among our Departments. We will look forward to receiving application forms sometime in January.

llc

xc: Jennifer Spielvogel

"An Environment for Excellence"
## Administrative Staff Scholarship
Bowling Green State University

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
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<tr>
<th>City</th>
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### Payroll Deduction
- [ ] Monthly $____________ beginning ___________ ending ___________
- [ ] One Time $____________ on ___________

### Direct
- [ ] Cash $__________
- [ ] Check $__________

### Total Gift
- $ ____________

---

**Signature**

**Solicitor**
MEMORANDUM

DATE: January 7, 1986

TO: Dr. Gerald Saddlemire
    Dr. Kendall Baker
    Dr. Robert Patton
    Dr. Robert Thayer
    Dr. Jerry Streichler
    Dr. Clyde Willis
    Dr. William McGraw

FROM: Deb Heineman, Chair-elect

Administrative Staff Council

RE: Administrative Staff Scholarship Applications

As promised, I am enclosing applications for the Administrative Staff Scholarship which will be awarded for the first time on March 14, 1986. Please make these applications available to students who meet the criteria indicated on the application. The completed applications should be sent to the Office of Financial Aid and Student Employment by February 14, 1986.

Please contact me if you need additional applications or have any questions. Thank you for your assistance in this endeavor.

DH:ler
Enclosure
The Administrative Staff Scholarship is given annually to an upperclass student who ranks in the top 10% of his/her college, demonstrates financial need and provides leadership/service to BGSU and community. The scholarship is used to pay any education-related expenses. Payment of the award is made in two installments, Fall and Spring semesters, from funds deposited with the BGSU Foundation, Inc.

Name ___________________________________________ Social Security Number __________________

Local Address __________________________________ Local Phone ________________________________

Home Address __________________________________

Number and Street

City ___________________________________________ State ___________ ZIP _____________

College:
   _____ Arts and Sciences
   _____ Business Administration
   _____ Education
   _____ Health and Human Services
   _____ Musical Arts
   _____ Technology

Major __________________________________________

Minor __________________________________________

Expected date of graduation: _______________________

Class Status (next year):
   _____ Freshman
   _____ Sophomore
   _____ Junior
   _____ Senior

Academic honors or distinctions (assistantships, awards, honoraries, scholarships, etc.)

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Participation/membership in university activities and organizations (activities, athletics, committees, and councils, living units, organizations, student government, etc.). Please designate year(s) of participation/membership.

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Contributions of leadership and service to community, state and nation (activities, organizations, volunteer work, etc.).

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

(OVER)
Determination of financial need. Please answer the following questions:

1. a. Was the student born before January 1, 1964? [Yes □ No □]
   b. Is the student a veteran of the U.S. Armed Forces? [Yes □ No □]
   c. Is the student an orphan or ward of the court? [Yes □ No □]
   d. Does the student have legal dependents other than a spouse? [Yes □ No □]

   ● If you answered “Yes” to 1a or 1b or 1c, you must fill in Section A.
   ● If you answered “No” to all of 1a, 1b, 1c and 1d, and you are:
     — unmarried and will be an undergraduate student in 1987-88, answer 2 and 3 below.
     — married, answer 4 below.

Before going on, read and follow the instructions at the right.

Unmarried Undergraduate Students

2. Was the student claimed by parents as a U.S. income tax exemption in 1987? [Yes □ No □]
   In 1986? [Yes □ No □]

3. Was the student’s total income and benefits less than $4,000 in 1987? [Yes □ No □]
   In 1986? [Yes □ No □]

If you answered “Yes” to any part of question 2 or 3, fill in Section B.
If you answered “No” to all parts of questions 2 and 3, fill in Section A.

Section A.

Total size of student’s household in 1987-88
(include the student, spouse and dependent children).

Total number in college during 1987-88
(if enrolled at least half-time).

Student’s 1986 Adjusted Gross Income

Spouse’s 1986 Adjusted Gross Income

Total

Section B.

Check the box that applies:

Total size of parents’ household in 1987-88
(include parents, student and dependent children).

Total number in college during 1987-88
(if enrolled at least half-time).

Parents’ 1986 Adjusted Gross Income

Student’s 1986 Adjusted Gross Income

Total

---

OFFICE USE ONLY

GPA _______
Financial Need _________
January 7, 1986

MEMORANDUM

TO: Dr. Duane Whitmire, Director of Records
    Registration and Records

FROM: Deb Heineman, Associate Director
    Financial Aid and Student Employment

RE: Class listing for scholarship

As you know, the administrative staff have endowed the Administrative Staff Scholarship fund and will be awarding the first scholarship for the 1986-87 year. One of the criteria is that the student must be in the top 10% of his/her college.

In order to verify such standing, I would like to request a listing of students in the top 10% of each college. We will be reviewing applications on February 17 and 18 and would like to have the list by that time in order to conduct a preliminary screening of the applications.

If you have any questions, please contact me. Thank you for your time in this matter.
MEMORANDUM

TO: Deb Heineman
FROM: Joe Martini
RE: ASC Scholarship

In going through my papers, I found the attached information on mailing to the Administrative Staff retirees.

- Even though the response may be slight, I strongly suggest a mailing to the retirees if to do nothing else but keeping them posted.

- I suspect an updated listing can be obtained from Susan Caldwell.

Keep up the good work!

sal

Attachment

xc: Susan Caldwell
March 24, 1986

Donna Capelle
327-B West Wooster Street
Bowling Green, Ohio 43402

Dear Donna:

I am pleased to announce that you have been selected as the recipient of the Administrative Staff Scholarship for the 1986-87 academic year. Selection was based on your financial need, participation in a variety of activities and service to the University and community. You can certainly be proud of your accomplishments.

Please sign the enclosed acceptance and return it to Deb Heineman, Office of Financial Aid and Student Employment, 450 Student Services by April 7, 1986.

We would like to make a formal presentation of the award at the Opening Day meeting of the administrative staff in August. Deb Heineman, current chair-elect of the Administrative Staff Council, will contact you during the summer concerning this presentation.

Congratulations on your achievements and I wish you every success at BGSU!

Sincerely,

Gregg DeCrane, Chair
Administrative Staff Council
Bowling Green State University is pleased to offer you Donna Capelle the following scholarship/talent grant award for the 1986-87 academic year:

Administrative Staff Scholarship
$300
Non-renewable

Please complete the section below and return the original copy of this notification to the office of Financial Aid and Student Employment by April 7. Generally, your award will be applied directly to your account in equal amounts each semester. If the award is not accepted by the date indicated, the award will be cancelled.

If your scholarship/grant is a renewable award, you must meet the following requirements for the renewal to occur:

1. Enroll as a full-time undergraduate student with a continuing course load of at least 12 credit hours per semester.

2. Maintain a 3.0 cumulative grade point average at the end of your freshman year, a 3.25 at the end of your sophomore year, and 3.5 at the end of your junior year.

Finally, if you are a recipient of any federal, state, third party or University scholarship/grant designated strictly for the payment of fees, it may be necessary to adjust your award. Please be advised that it is your responsibility to notify this office of any additional financial aid you receive.

Again, on behalf of the University, we are pleased and proud to offer you this award.

Sincerely,

Conrad McRoberts
Director

I accept the scholarship/grant awarded to me, and I understand the eligibility requirements for maintaining this award.

I do not accept this award. My reason is:

__________________________________________________________

Signature Date Social Security #
Bowling Green State University is pleased to offer you Donna Capelle the following scholarship/talent grant award for the 1986-87 academic year:

Administrative Staff Scholarship
$300
Non-renewable

Please complete the section below and return the original copy of this notification to the Office of Financial Aid and Student Employment by April 15. Generally, your award will be applied directly to your account in equal amounts each semester. If the award is not accepted by the date indicated, the award will be cancelled.

If your scholarship grant is a renewable award, you must meet the following requirements for the financial to occur:

1. Enroll as a full-time undergraduate student with a continuing course load of at least 15 credit hours per semester.

2. Maintain a 3.0 cumulative grade point average at the end of your freshman year, a 3.25 at the end of your sophomore year, and 3.5 at the end of your junior year.

Finally, if you are a recipient of any federal, state, third party or University scholarship, grant designated strictly for the payment of fees, it may be necessary to adjust your award. Please be advised that is it your responsibility to notify this office of any additional financial aid you receive.

Again, on behalf of the University, we are pleased and proud to offer you this award.

Sincerely,

Conrad McRoberts
Director

I accept the scholarship/grant awarded to me, and I understand the eligibility requirements for maintaining this award.

I do not accept this award. My reason is:

__________________________
Signature

__________________________
Date

__________________________
Social Security #
Memorandum

To: John Kurtz
323 Bromfield

From: Robert Thayer
Dean

Subj: Administrative Staff Scholarship

April 1, 1986

We are informed that, according to the method of calculating grade point average rank employed by the selection committee for the Administrative Staff Scholarship, you are not eligible to be considered for this award. (As you know, calculations performed in the College of Musical Arts indicated that you were eligible. At the time the Scholarship selection process was announced, the method of calculation was not specified. This is a new award and the procedure has not been perfected.)

I regret this misunderstanding.

jk

xc: Deb Heineman, Chair-elect
Administrative Staff Council

"An Environment for Excellence"
January 14, 1987

MEMORANDUM

TO:      Dr. Kendall Baker, Arts and Sciences
         Dr. Robert Patton, Business Administration
         Dr. Roger Bennett, Education & Allied Profession
         Dr. William McGraw, Firelands
         Dr. Clyde Willis, Health and Human Services
         Dr. Robert Thayer, Musical Arts
         Dr. Jerry Streichler, Technology

FROM:    Deb Hainsman, Associate Director

         Financial Aid & Student Employment

RE:      1987-88 Administrative Staff Scholarship

       Enclosed you will find applications for the 1987-88 Administrative
Staff Scholarship. Please make these applications available to students
who meet the following criteria:

- Rank in the top 10% of the student's college.
- Financial need
- Rising sophomore, junior or senior
- Full-time or part-time enrollment
- Leadership and service

I will be receiving a list next week from the Office of Registration
and Records with the cumulative grade point average requirement for each
college that would place a student in the top 10% of his/her college.
Additional applications are available in the Office of Financial Aid and
Student Employment. The deadline date for receipt of applications by this
office is February 13 with a decision to be made by March 6.

Thank you for your assistance in making these applications available
to eligible students. Please feel free to contact me if you have any
questions.
BOWLING GREEN STATE UNIVERSITY
ADMINISTRATIVE STAFF SCHOLARSHIP

The Administrative Staff Scholarship is given annually to an upperclass student who ranks in the top 10% of his/her college, demonstrates financial need and provides leadership/service to BGSU and community. The scholarship is used to pay any education-related expenses. Payment of the award is made in two installments, Fall and Spring semesters, from funds deposited with the BGSU Foundation, Inc.

Name _____________________________ Social Security Number ____________

Local Address __________________________ Local Phone ___________________

Home Address __________________________

City __________________________ State __________ ZIP __________

College:

_____ Arts and Sciences
_____ Business Administration
_____ Education
_____ Health and Human Services
_____ Musical Arts
_____ Technology

Major __________________________

Minor __________________________

Expected date of graduation: __________________________

Class Status (next year):

_____ Freshman
_____ Sophomore
_____ Junior
_____ Senior

Academic honors or distinctions (assistantships, awards, honoraries, scholarships, etc.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Participation/membership in university activities and organizations (activities, athletics, committees, and councils, living units, organizations, student government, etc.). Please designate year(s) of participation/membership.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Contributions of leadership and service to community, state and nation (activities, organizations, volunteer work, etc.).

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(OVER)
Determination of financial need. Please answer the following questions:

1. a. Was the student born before January 1, 1964? Yes ☐ No ☐
   b. Is the student a veteran of the U.S. Armed Forces? Yes ☐ No ☐
   c. Is the student an orphan or ward of the court? Yes ☐ No ☐
   d. Does the student have legal dependents other than a spouse? Yes ☐ No ☐

If you answered "Yes" to 1a or 1b or 1c you must fill in Section A.
If you answered "No" to all of 1a, 1b, 1c and 1d, and you are:
- unmarried and will be an undergraduate student in 1987-88, answer 2 and 3 below.
- married, answer 4 below.

Before going on, read and follow the instructions at the right.

Unmarried Undergraduate Students

2. Was the student claimed by parents as a U.S. Income tax exemption .......... in 1985? Yes ☐ No ☐
   In 1986? Yes ☐ No ☐

3. Was the student's total income and benefits less than $4,000 .......... in 1985? Yes ☐ No ☐
   In 1986? Yes ☐ No ☐

If you answered "Yes" to any part of question 2 or 3, fill in Section B.
If you answered "No" to all parts of questions 2 and 3, fill in Section A.

Married Students

4. Will the student be claimed by parents as a U.S. Income tax exemption in 1987? Yes ☐ No ☐

If you answered "Yes" to question 4, fill in Section B.
If you answered "No" to question 4, fill in Section A.

Section A.

Total size of student's household in 1987-88
(include the student, spouse and dependent children).

Total number in college during 1987-88
(if enrolled at least half-time).

Student's 1986 Adjusted Gross Income

Spouse's 1986 Adjusted Gross Income

Total

Section B.

Total size of parents' household in 1987-88
(include parents, student and dependent children).

Total number in college during 1987-88
(if enrolled at least half-time).

Parents' 1986 Adjusted Gross Income

Student's 1986 Adjusted Gross Income

Total

Check the box that applies:

Two parents

One parent

OFFICE USE ONLY

GPA

Financial Need
BOWLING GREEN STATE UNIVERSITY
ADMINISTRATIVE STAFF SCHOLARSHIP

The Administrative Staff Scholarship is given annually to an upperclass student who ranks in the top 10% of his/her college, demonstrates financial need and provides leadership/service to BGSU and community. The scholarship is used to pay any education-related expenses. Payment of the award is made in two installments, Fall and Spring semesters, from funds deposited with the BGSU Foundation, Inc.

Name ____________________________ Social Security Number ____________
Local Address __________________________ Local Phone ____________________
Home Address __________________________

Number and Street
Number and Street

City __________________________ State __________________________ ZIP

College:

_____ Arts and Sciences
_____ Business Administration
_____ Education
_____ Health and Human Services
_____ Musical Arts
_____ Technology

Major __________________________
Minor __________________________

Expected date of graduation:

Class Status (next year):

_____ Freshman
_____ Sophomore
_____ Junior
_____ Senior

Academic honors or distinctions (assistantships, awards, honoraries, scholarships, etc.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Participation/membership in university activities and organizations (activities, athletics, committees, and councils, living units, organizations, student government, etc.). Please designate year(s) of participation/membership.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Contributions of leadership and service to community, state and nation (activities, organizations, volunteer work, etc.).

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

(OVER)
Determination of financial need. Please answer the following questions:

1. a. Was the student born before January 1, 1964? [ ] Yes [ ] No
   b. Is the student a veteran of the U.S. Armed Forces? [ ] Yes [ ] No
   c. Is the student an orphan or ward of the court? [ ] Yes [ ] No
   d. Does the student have legal dependents other than a spouse? [ ] Yes [ ] No

   - If you answered "Yes" to 1a or 1b or 1c you must fill in Section A.
   - If you answered "No" to 1a, 1b, 1c and 1d, and you are: un_married and will be an undergraduate student in 1987-88, answer 2 and 3 below.
   - married, answer 4 below.

Before going on, read and follow the instructions at the right.

### Unmarried Undergraduate Students

2. Was the student claimed by parents as a U.S. income tax exemption: [ ] Yes [ ] No in 1985? [ ] Yes [ ] No in 1986?

3. Was the student's total income and benefits less than $4,000: [ ] Yes [ ] No in 1985? [ ] Yes [ ] No in 1986?

If you answered "Yes" to any part of question 2 or 3, fill in Section B.

If you answered "No" to all parts of questions 2 and 3, fill in Section A.

### Married Students

4. Will the student be claimed by parents as a U.S. income tax exemption in 1987? [ ] Yes [ ] No

If you answered "Yes" to question 4, fill in Section B.

If you answered "No" to question 4, fill in Section A.

---

### Section A.

- Total size of student's household in 1987-88 (include the student, spouse and dependent children). __________
- Total number in college during 1987-88 (if enrolled at least half-time). __________
- Student's 1986 Adjusted Gross Income __________
- Spouse's 1986 Adjusted Gross Income __________
- Total __________

---

### Section B.

- Total size of parents' household in 1987-88 (include parents, student and dependent children). __________
- Total number in college during 1987-88 (if enrolled at least half-time). __________
- Parents' 1986 Adjusted Gross Income __________
- Student's 1986 Adjusted Gross Income __________
- Total __________

Check the box that applies:

- Two parents __________
- One parent __________

---

Office Use Only

GPA __________ Financial Need __________
January 20, 1987

MEMORANDUM

TO: Dr. Duane Whitmore, Acting Registrar
   Registration and Records

FROM: Deb Heineman, Associate Director
   Financial Aid & Student Employment

RE: Class Listing for Scholarship

Once again, the Administrative Staff Council is in the process of selecting the 1987-88 recipient of the Administrative Staff Scholarship. One of the criteria is that the student must be in the top 10% of his/her college.

In order to verify such standing, I would like to request a listing of the cumulative grade point average cut-offs for each college that would indicate standing in the top 10%. If possible, I would like to have the list by January 28.

If you have any questions, please contact me. Thank you for your time.
MEMORANDUM

TO: Deb Heineman
FROM: Joe Martini
RE: ASC Scholarship Fund Drive

Have no idea where you might be with this project. However, I do want to urge you to do a "person to person" (i.e., United Way style) fund drive starting with the Executive Council, the ASC, and then the members.

After this past year, it would seem that this scholarship is a very important long range agenda item for ASC.

Thanks for listening.

sal
February 17, 1987

MEMORANDUM

TO: Ann Bowers, Center for Archival Collections
    Kathryn Thiede, Library
    Ron Zwielein, Student Recreation Center

FROM: Deb Heineman, Chair
       ASC Scholarship Committee

SUBJ: Review of 1987-88 ASC Scholarship Applications

Well, the deadline date for receipt of the 1987-88 Scholarship Applications has passed and we are now entering into the next phase of the selection process (and, probably, the most time-consuming). I have completed the listing of grade point averages and financial need and, so far, have the following results:

- 4 incomplete applications (I will try to call these students and request the necessary information)
- 9 applications from students who are not in the top 10% of their Colleges
- 13 applications who have no financial need or financial need less than $500
- 80+ applications who need to be reviewed for scholarship consideration

I think that the procedure we followed last year worked well enough and saved us duplicating charges. I will review the eligible applications and forward them to Kathryn for her review. After Kathryn has reviewed and ranked the applications, she should forward them to Ann who will do likewise and forward them to Ron. It is hoped that we can complete the review/ranking process by March 2 and then meet to decide on the award recipient. Please complete the section below and return the bottom half to me by February 25. If you have any questions, please call me. Thanks!

Name ___________________________ Phone ___________________________

I cannot meet at the times indicated on the following dates:

Wednesday, March 4 __________________________
Thursday, March 5 __________________________
Friday, March 6 __________________________
Monday, March 9 __________________________

Return to: Deb Heineman, Office of Financial Aid and Student Employment
February 24, 1987

MEMORANDUM

TO: Ann Bowers, Center for Archival Collections
    Kathryn Thiede, Library
    Ron Zwierlein, Student Recreation Center

FROM: Deb Heineman, Chair
      ASC Scholarship Committee

SUBJ: Selection Meeting

The meeting to review the applications for the 1987-88 ASC Scholarship recipient has been scheduled for Wednesday, March 4 from 8 a.m. to 10 a.m. in the Center for Archival Collections. Ann has graciously agreed to host our meeting. Please make sure that you have reviewed the applications and ranked at least your top ten by that time. See you then. Thank you!
March 9, 1987

Dear ,

The selection committee for the Administrative Staff Scholarship has determined the recipient for the 1988-89 year. You are to be commended on your outstanding achievements. It is with deep regret that we inform you that you were not selected to receive this scholarship.

Should you have questions regarding scholarships or other types of financial aid, please feel free to contact the Financial Aid Office.

Sincerely,

[Signature]

Deb Weinstein, Chair
ASC Scholarship Committee
March 9, 1987

Dear 

The selection committee for the Administrative Staff Scholarship has determined the recipient for the 1987-88 year.

It is with regret that I inform you that you were not selected to receive this scholarship since you were not in the top 10% of your college.

Should you have any questions regarding scholarships or other types of financial aid, please feel free to contact this office.

Sincerely,

Deb Heineman, Chair  
ASC Scholarship Committee
April 14, 1987

Mr. Paul Yon, Chair
Administrative Staff Council
Bowling Green, State University
Bowling Green, OH 43403

Dear Mr. Yon:

As the academic year draws to a close, I would like to again express my gratitude as the first recipient of the Administrative Staff Scholarship. The sum, split in half and awarded each semester, allowed me to open a University charge through the Bursar's Office with the University Bookstore where I purchased my books in a more convenient manner than paying by cash or regular credit card. I can only repeat that it is much faster and easier to cut through those long lines with a University charge!

While I am aware that this scholarship was established during the 75th anniversary celebration, I think you should know that scholarships such as this one will play an important role in the future. With the tremendous cut in available educational funds and under the new regulations effective October 1, 1986, financial aid awards will be less than in previous years. Thus, I expect that the competition for the Administrative Staff Scholarships and other scholarships will be intense as students struggle to fund their education. The dedication of the Administrative Staff to continue to fund their scholarship demonstrates their loyalty to the students and to higher education.

I will graduate from EGSU in August and will begin graduate study in Library Science and history at Indiana University-Bloomington in the fall. When I leave, I will take with me many fond memories of the University which includes the people who helped make my education a little easier.

Sincerely,

[Signature]

Diane J. Capelle
MEMORANDUM

TO: Gloria Gregor

FROM: Deb Heineman

SUBJECT: Duplicating

Please make 400 copies of each of the enclosed letters and letter fold. I would appreciate it if you could have these done by tomorrow at 1:30 and I will stop by to pick them up at that time.

They should be charged to 137400/03587 (Administrative Staff Council).

Please let me know if there are any problems. Thank you.