1997

Scholarship Committee 1988-1997

Bowling Green State University - Administrative Staff Council

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Index: __ Included  ___ Separate  X None

Notes

1. Colored Paper
2. Photocopies
The Administrative Staff Scholarship is given annually to an upper-class 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:

_____ 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 and education-related expenses. Payment of the award is made in two installments, Fall and Spring semesters, from funds deposited with the BGSU Foundation.

PLEASE RETURN TO FINANCIAL AID AND STUDENT EMPLOYMENT OFFICE, 450 STUDENT SERVICES, NO LATER THAN FEBRUARY 12, 1988.

Name __________________________________________ Social Security Number __________________________

Local Address ____________________________________ Local Phone _________________________________
Number, Street, City

Home Address ______________________________________
Number, Street, City and 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 (awards, honoraries, scholarships, etc.)
________________________________________________________________________________________

Participation/membership in university activities and organizations
(activities, athletics, committees, living units, student government, etc.)
________________________________________________________________________________________

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.
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

*** PLEASE RESPOND TO THE FOLLOWING QUESTIONS AS COMPLETELY AS YOU CAN. ***
1. The Student is (check only 1)
   a. _____ unmarried (divorced, or widowed)
   b. _____ married
   c. _____ single

STUDENT'S 1987 INCOME & EXPENSES
2. 1987 income earned from work by student
3. 1987 income earned from work by spouse
4. 1987 untaxed income and benefits
   a. Social Security benefits
   b. Aid to Families with Dependent Children
   c. Child support received for all children
4 a. $ _____00
4 b. $ _____00
4 c. $ _____00

STUDENT'S ASSETS
5. Cash savings, and checking accounts
6. Home (renters write in "0")
7. Business and farm
5. $ _____00
6. $ _____00
7. $ _____00

STUDENT'S & SPOUSE'S EXPECTED INCOME & BENEFITS
8. 1988 income earned from work by student
9. 1988 income earned from work by spouse
8. $ _____00
9. $ _____00

STUDENT'S STATUS
10a. Was born before January 1, 1965? _____ Yes _____ No
10b. Is the student a veteran of the U.S. Armed Forces? _____ Yes _____ No
10c. Is the student a ward of the court or are both parents dead? _____ Yes _____ No
10d. Does the student have legal dependents other than a spouse? _____ Yes _____ No

IF THE STUDENT IS OVER 24, AND UNMARRIED, PLEASE ANSWER QUESTIONS 11 & 12.
11. Number of family members in 1988-1989
    Write in the total number of people that you will provide 51% of financial support in 1988-1989.
12. Number of college students in 1988-1989
    Of the number in 11, write in the number of family members who will be in college at least half-time. Include the student who is applying for aid.

13. Number of family members in 1988-1989
    Write in the total number of people that you will support in 1988-1989. Include yourself and your spouse. Include your children and other people only if you are providing 51% of financial support.
14. Number of college students in 1988-1989
    Of the number in 13, write in the number of family members who will be in college at least half-time. Include yourself -- the student who is applying for aid -- and others who will be in college at least half-time.

IF YOU WERE NOT ELIGIBLE TO COMPLETE QUESTIONS 13 AND 14 PLEASE FILL IN THE REST OF THE FORM. IF YOU DID YOU DO NOT HAVE TO COMPLETE THE REST OF THE FORM.

INFORMATION ABOUT PARENTS.
15. Age of the older parent is ______

INCOME & EXPENSES
16. 1987 income earned from work by parents
17. 1987 untaxed income and benefits
   a. Social Security benefits
   b. Aid to Families with Dependent Children
   c. Child support received for all children
16. $ _____00
17 a. $ _____00
17 b. $ _____00
17 c. $ _____00

PARENTS' 1988 EXPECTED INCOME
18. 1988 income earned from work by parents
18. $ _____00

PARENTS' ASSETS
19. Cash, savings, and checking accounts
   What is it worth?
   What is owed on it?
20. Home (renter write in "0")
21. Business and farm
   $ _____00
   $ _____00
   $ _____00
   $ _____00
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.
1988-89
ASC SCHOLARSHIP TIMELINE

December 8
Scholarship Committee meeting 9-10:00

December 15
Finalize scholarship application and cover letter

December 16
Send application to Typesetting

December 19
Send application/letter to Duplicating

December 27
Send request to R & R to top 10% GPA cut-off for each College

January 2
Mail applications/letters to College Deans and Firelands (include GPA cut-off for each College and explain that it is cumulative GPA)

January 6
Begin general distribution of applications to each college office and FASE

February 10
Deadline date for applications - 5 p.m.

February 13-15
Initial screening (GPA and financial need)

February 20-24
ASC Scholarship Committee to review and rank applications

March 1
Set meeting for Committee to decide on recipient 9-11:00

March 6
Mail award letter

March 16
Scholarship Committee meet to set up ASC Scholarship fund drive

Meetings will be held in the 4th Floor Student Services Conference Room, located through the Housing Office entrance in the Student Services Building
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 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.

Preliminary discussion of proposal and criteria with ASC.

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.

September 21, 1984

September 27, 1984

October 4, 1984

November 1, 1984

December 1, 1984

January and February, 1985

March 1985
MEMORANDUM

TO: Mary Dunson
    Joyce Jones
    Terri Landry
    John Queener
    Deborah Rice
    Bonita Sanders
    Sue Witschi

FROM: David Weinandy

DATE: May 10, 1988

SUBJECT: Administrative Staff Council Scholarship

The Administrative Staff Council Scholarship fund raising drive is under way. The Scholarship Committee has asked that I forward the enclosed information about the scholarship along with a pledge card to you. Even if you choose not to give this year, please return your card to me by May 25, 1988.

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

DW: dkh

Enclosure

MEM/8
## 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 $________

**Signature**

**Solicitor**

**Date**

---

**Total Gift**

$________
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 (LED/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 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 $10,000. 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- Presidential/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
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.
75th Anniversary fund drive will go out to staff for funds in March.
We can keep this in until 75th anniversary.
Ask for a minimum of $5 per month.
Setting up scholarship fund in honor of FASE director or administrator.
We can determine criteria - need or need based.
FASE director requests the establishment of an endowed fund.
TO: Administrative Staff  
FROM: Laura Emch  
   Chair, Administrative Staff Scholarship Committee  
RE: Annual Administrative Staff Scholarship Pledge Drive  
DATE: March 20, 1989  

After the committee screened over 125 impressive applications for the Administrative Staff Scholarship, the committee is pleased to announce our finalist. The 1989 recipient is Karen S. Phillips. She is a elementary education major in the College of Education and Allied Professions. She is active in the Non-Traditional Student Association, a volunteer for the American Cancer Society, and a member of several community organizations in her hometown of Deshler, Ohio. This fall Karen will be a junior and currently maintains a cumulative GPA of 3.91. This year, through your generosity, we were able to award an $800.00 scholarship to Karen.

The accompanying Fact Sheet will provide you with additional information about the Administrative Staff Scholarship. Please consider making a contribution to the scholarship fund. Your support for this scholarship will be sincerely appreciated by the students at Bowling Green State University. If you have any questions about the scholarship, please feel free to contact me. Thank you for your gift and support.

LE:pw  
Encl:
DATE: March 7, 1990

TO: Administrative Staff

FROM: Laura Emch
Chair, Administrative Staff Scholarship Committee

RE: Administrative Staff Scholarship

After the committee screened 167 impressive applications for the Administrative Staff Scholarship, the committee is pleased to announce our finalist. The 1990-91 recipient is Paul Forrest Kaple. He is a Medical Technology major in the College of Health and Human Services. He is active in Phi Kappa Psi Fraternity, various university clubs and intramurals, and he has spent much time volunteering in local hospitals and in hospitals in his hometown of Bucyrus, Ohio. This fall Paul will be a junior and currently maintains a cumulative GPA of 3.82.

Through your generosity, we are able to award Paul a $1000.00 scholarship. The Administrative Staff should feel proud that in five years our corpus has grown so well as to award this significant amount.

The accompanying fact sheet will provide you with additional information about the Administrative Staff Scholarship. Please consider making a contribution to this fund. Your support for this scholarship will be sincerely appreciated by the students at Bowling Green State University. Contributions should be sent, along with the pledge card, directly to:

Carl Peschel
c/o Administrative Staff Scholarship
Alumni and Development
Mileti Alumni Center

If you have any questions about this scholarship, please contact me. Thank you for your generosity and support.

LE/mls
admnst
MEMORANDUM

TO: JILL CARR, ASC CHAIR
FROM: LAURA EMCH, CHAIR, SCHOLARSHIP COMMITTEE

RE: END OF YEAR SCHOLARSHIP REPORT

BESIDES MYSELF, THE 1989-90 ASC SCHOLARSHIP COMMITTEE MEMBERS WERE:
GAIL MCROBERTS, GRADUATE COLLEGE
JOYCE KEPKE, CONTINUING EDUCATION
SCOT BRESSLER, ATHLETICS.

AS IN THE PAST FEW YEARS, THE COMMITTEE SIZE HAS BEEN APPROXIMATELY 4-5 PERSONS AND I RECOMMEND CONTINUING WITH THIS NUMBER. THIS IS A LARGE ENOUGH COMMITTEE TO GET AN OBJECTIVE DECISION, BUT SMALL ENOUGH TO PASS AROUND THE APPLICATIONS FOR REVIEW ON A TIMELY BASIS.

MUCH OF THE COMMITTEE'S INITIAL ACTIVITIES ARE DONE BY THE CHAIR. THE CHAIR NEEDS TO ORGANIZE A CALENDAR, WRITE A SCHOLARSHIP COVER LETTER, SEND MATERIALS TO DUPLICATING, REQUEST FROM REGISTRATION AND RECORDS THE GPA PER COLLEGE LISTINGS, COMMUNICATE WITH EACH COLLEGE CONCERNING THE LISTINGS, AND COMPLETE AN INITIAL SCREENING OF THE APPLICATIONS (KNOWING IF THE APPLICATION WAS LATE OR NOT, FILLED OUT COMPLETELY, ETC.). THERE IS AN APPROXIMATE 2-3 WEEK PERIOD IN FEBRUARY THAT THE COMMITTEE MEMBERS MUST ALL ACTIVELY PARTICIPATE FOR THE SCREENING OF APPLICATIONS TO BE SUCCESSFUL. I WOULD RECOMMEND MENTIONING THIS TIMEFRAME WHEN PEOPLE ARE VOLUNTEERING TO BE ON THIS COMMITTEE TO ASSURE FULL COMMITMENT.

AFTER A DECISION IS MADE ON THE APPLICANT WINNER, THE ASC SCHOLARSHIP FUND RAISING BEGINS. THE CHAIR HAS IN THE PAST COORDINATED THIS ACTIVITY WITH THE FOUNDATIONS OFFICE. THIS YEAR ASC DECIDED TO HAVE A 'LOW KEY' APPROACH TO THE FUND RAISING AND THE RESULTS WERE SIMILAR TO LAST YEAR. PER OUR PLEDGE CARDS, THE SAME GENEROUS PEOPLE CONTRIBUTE EACH YEAR. WE HAVE HAD IN THE PAST 3 YEARS A VERY LOW RETURN RATE IN THE NUMBER OF PERSONS WHO CONTRIBUTE. BECAUSE WE HAVE BUILT UP THE FUND SO WE CAN GIVE NEARLY $1000 A YEAR FROM NOW ON, MANY PEOPLE NOW FEEL THEY WOULD LIKE TO CONTRIBUTE TO A DIFFERENT PROGRAM. I WOULD RECOMMEND A REVIEW OF OUR FUND DRIVE AND PERHAPS CONTINUE THE 'LOW KEY' APPROACH FOR THE NEXT FEW YEARS. I WOULD ALSO LIKE TO SEE A MECHANISM SET UP SO THANK YOU NOTES COULD AGAIN BE DISTRIBUTED TO THOSE WHO CONTRIBUTE.

THOUGH I AM NOT ON ASC NEXT YEAR, I WILL BE GLAD TO CONTINUE TO ASSIST ASC AND THE SCHOLARSHIP COMMITTEE BY BEING THE FINANCIAL AID AND EMPLOYMENT REVIEWER OF THE APPLICATIONS. THE APPLICATIONS NEED TO BE EVALUATED TO DETERMINE A STUDENTS' FINANCIAL NEED. ALSO, IN THE PAST, THE APPLICATIONS HAVE BEEN DISTRIBUTED AND COLLECTED BY THE FINANCIAL AID AND EMPLOYMENT OFFICE. I WOULD BE GLAD TO BE THE OFFICE COORDINATOR FOR THESE ACTIVITIES.
MEMORANDUM

TO: Gale McRoberts, Chair
    Scholarship Committee

FROM: Gregg DeCrane, Chair
    Administrative Staff Council

DATE: August 15, 1990

RE: ASC Committee Assignments

Thank you for agreeing to serve as chair of the Scholarship Committee of A.S.C. The members of your committee are listed on the enclosed sheet. Please make contact with them and arrange for meetings as needed. I will be happy to meet with you individually or with your committee as a whole in regards to expectations and time lines for the year. I have enclosed a folder of information pertaining to your committee, which includes a copy of last year's scholarship committee end-of-year report.

If at any time you need assistance or have a question, please call. The committees of ASC are really where things happen, and I believe you and your members will have a very positive experience.

GD/bal
enclosure
January 23, 1991

Mr. Frederick Rudolph, President
Bowling Green State University Foundation Board
Bowling Green State University
Mileti Alumni Center
Bowling Green, OH 43403

Dear Mr. Rudolph and Board Members:

In the eight years since its formation, the Administrative Staff Council has proven itself not only to be a representative body for all administrative staff, but a staunch supporter of Bowling Green State University as well.

During its early years, ASC realized the importance of committing to academic excellence and in a proactive move established the Administrative Staff Scholarship. The endowment for this award now exceeds $21,000 and we have been able to make awards to students in each of the last three years. Last year’s award in the amount of $1000 was to Kelly Lynn Sprout, an outstanding pre-med major from Marietta. Our commitment to this fund is continual and our goal is to increase the number of awards each year.

In addition to our scholarship efforts, ASC is currently undertaking the establishment of an endowment fund to support the Michael R. Ferrari award. The Ferrari award was established at the request of the Board of Trustees in recognition of the contributions of Dr. Ferrari who served as interim president of Bowling Green State University during 1981 and 1982. ASC was asked to develop the award and since 1983 the Ferrari Award has been presented to an administrative staff member who has given selflessly to the betterment of the University. It is the only recognition award for administrative staff and carries with it a $400 certificate to be used for the purchase of an original piece of art from the BGSU School of Art. Since its inception, the funding for the award has come out of ASC’s operating budget. Since operating budgets have increased only 2 to 3% over the past three years and the activity of ASC has greatly expanded, it has become clear that in order to maintain the award alternative sources of funds are required. Thus the endowment campaign was approved by ASC at its December meeting.

Prior to solicitation from the entire administrative staff, past Ferrari Award recipients and ASC officers contributed over $1500 in leadership pledges. Our goal is to raise $7,500 ($6,500 during the first year) which will allow future increases in the award as dictated by inflation. In our
effort to meet this goal, the Administrative Staff Council seeks your support by requesting matching funds for our first $2500 raised. Your matching of funds would not only assist us in reaching our goal but would also be an indication to administrative staff that their past efforts have been recognized as being significant to the betterment of the University.

If you and other members of the ASC Executive Committee would be available to answer any questions you may have or supply additional information in support of this request.

On behalf of ASC I thank you in advance for your consideration of this request.

Sincerely,

Gregg DeCrane
Chair, ASC
May 2, 1991

TO: Administrative Staff Council

FROM: 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 Keske. 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 200 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
May 1991

TO: Administrative Staff

FROM: ASC Scholarship Committee

Susan Darrow
Gail McRoberts
Greg Nye
Ron Zwarlein

SUBJECT: 1991 Administrative Staff Scholarship

We are pleased to announce that the 1991 recipient of the Administrative Staff Scholarship is Catherine Mae Kaske. 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 to study 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.

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The accompanying fact sheet will provide you with additional information about the Administrative Staff Scholarship. Please consider making a contribution to this fund. Your support for this scholarship will be sincerely appreciated by the students at Bowling Green State University.

gmcr
1991 ADMINISTRATIVE STAFF SCHOLARSHIP FACT SHEET

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  Cherri 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
<table>
<thead>
<tr>
<th>Administrative Staff Scholarship</th>
<th>Bowling Green State University</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
<td><strong>Address</strong></td>
</tr>
<tr>
<td><strong>City</strong></td>
<td><strong>State</strong></td>
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<tr>
<td><strong>Zip</strong></td>
<td><strong>Social Security Number</strong></td>
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<tr>
<td><strong>Payroll Deduction</strong></td>
<td><strong>TOTAL GIFT</strong></td>
</tr>
<tr>
<td>☐ Monthly $_____ beginning_____ ending_____</td>
<td></td>
</tr>
<tr>
<td>☐ One Time $_____ on___________</td>
<td></td>
</tr>
<tr>
<td><strong>Direct</strong></td>
<td><strong>$_____</strong></td>
</tr>
<tr>
<td>☐ Cash $_____</td>
<td><strong>Solicitor</strong></td>
</tr>
<tr>
<td>☐ Check $_____</td>
<td><strong>Date</strong></td>
</tr>
<tr>
<td><strong>Signature</strong></td>
<td></td>
</tr>
</tbody>
</table>
MEMORANDUM

TO: Gregg DeCrane, Chair Administrative Staff Council
FROM: Greg Jordan, Chair ASC By-laws Committee

The By-laws Committee, comprised of myself, Deb McLaughlin, and Dick Conrad, had a very productive year.

During the fall semester we met two or three times to review the charter and by-laws. We also solicited input from council and the general membership (no response). A series of changes were developed that attempted to be more editorial in nature or put into writing what current practices are - in other words, update the charter and by-laws.

After forwarding the changes to the Executive Committee for input, the proposals were distributed in December and passed by council in January (see attached sheet).

I recommend the 91-92 committee continues to review the entire document. One topic that keeps coming up from members is the attendance policy.

The changes passed this year should be included in next year's Administrative Staff Handbook. It is my understanding that Ann Bowers, Chair of Personal Welfare Committee, passed these changes onto Personnel.
TO: Administrative Staff Council Executive Committee
FROM: Susan Davenport Darrow, Chair
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 500-800 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 campuses
- 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" statement 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
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov.- Dec.</td>
<td>Review last year's committee files, make proposed changes, and submit proposed changes to ASC Executive Committee</td>
<td>Committee</td>
</tr>
<tr>
<td>Dec.</td>
<td>Recommendations forwarded to ASC Executive Committee</td>
<td>Chair</td>
</tr>
<tr>
<td>Dec.</td>
<td>Executive Committee approves proposed changes</td>
<td>Chair</td>
</tr>
<tr>
<td>Jan. 10</td>
<td>Send application form to printer</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>Send request to Registration and Records for labels for top 10% of class in each College after Fall 1991 Term</td>
<td>Chair</td>
</tr>
<tr>
<td>Jan. 15</td>
<td>Mail applications to qualified students with cover letter</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>Send extra applications to the FASE office, Off-Campus Student Center, Honors Program, Continuing Education office, Coop office, Multi-Cultural Affairs office, Pre-Major advising office, and all college offices. Ask them to encourage students to apply</td>
<td>Chair</td>
</tr>
<tr>
<td>Feb. 21</td>
<td>Deadline date for applications, 5 p.m., Applications received by ASC chair</td>
<td>Chair</td>
</tr>
<tr>
<td>Feb. 22</td>
<td>Applications taken to FASE office</td>
<td>Chair</td>
</tr>
<tr>
<td>Feb. 25—March 3</td>
<td>Financial Aid office determine unmet need of each applicant</td>
<td>Committee</td>
</tr>
<tr>
<td>March 3—30</td>
<td>Individual review of applications, group review of applications, finalists determined</td>
<td>Committee</td>
</tr>
<tr>
<td>April 6—</td>
<td>Interview finalists</td>
<td>Committee</td>
</tr>
<tr>
<td>April 15</td>
<td>Scholarship recipient chosen</td>
<td>Committee</td>
</tr>
<tr>
<td>April 20</td>
<td>Letters sent to winner and losers</td>
<td>Chair</td>
</tr>
<tr>
<td>April 25</td>
<td>Report to ASC on scholarship recipient</td>
<td>Chair</td>
</tr>
<tr>
<td>May</td>
<td>ASC Scholarship Fund Drive</td>
<td>ASC</td>
</tr>
</tbody>
</table>
Bowling Green State University Administrative Staff Scholarship

You are invited to apply for the Administrative Staff Scholarship, which is given annually to an undergraduate student who ranks in the top 10% of his/her college, demonstrates unmet financial need, and provides leadership/service to BGSU and community. The scholarship of $1,000 is used to pay education-related expenses. Payment of the award is made in two installments during Fall and Spring Semesters from funds deposited with the BGSU Foundation. Please complete the application form, write an essay, and return by March 2, 1992, at 5:00 p.m. to:

Ann Bowers  
Archives Office, Main Library  
Bowling Green State University  
Bowling Green, Ohio 43403-0145

(Please print or type)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Social Security Number:</th>
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<tbody>
<tr>
<td>Local Address:</td>
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<tr>
<td>Number, Street, City</td>
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<tr>
<td>Home Address:</td>
<td>Birthday:</td>
</tr>
<tr>
<td>Number, Street, State and Zip Code</td>
<td>Date:</td>
</tr>
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</table>

Expected date of Graduation:  
Cumulative GPA:

<table>
<thead>
<tr>
<th>College or Program</th>
<th>Class Status as of Fall 1992:</th>
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</thead>
<tbody>
<tr>
<td>Arts &amp; Sciences</td>
<td>FR</td>
</tr>
<tr>
<td>Business Administration</td>
<td>Please list three (3) references and phone numbers at which they may be reached. (At least one must be an academic reference.)</td>
</tr>
<tr>
<td>Education &amp; Allied Professions</td>
<td></td>
</tr>
<tr>
<td>Firelands College</td>
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<tr>
<td>Health &amp; Human Services</td>
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</tr>
<tr>
<td>Musical Arts</td>
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</tr>
<tr>
<td>Technology</td>
<td></td>
</tr>
<tr>
<td>Pre-Major Advising</td>
<td></td>
</tr>
</tbody>
</table>

Major (if any):  

Please do not include high school activities or awards in the following section. Attach a separate sheet if additional space is needed.

Academic honors or distinctions earned at BGSU:

[Blank space for entry]

Participation/membership/leadership positions in BGSU activities and organizations (activities, athletics, committees, living units, etc.):

[Blank space for entry]

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

[Blank space for entry]
Post-high school employment. Please list employer and approximate dates of employment. Use separate sheet, if necessary.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
</table>

Present employer, if employed: Name: ____________________________
Address: ____________________________________________
(work) Phone: ____________________________

Please indicate current scholarships and indicate if they are renewable:

<table>
<thead>
<tr>
<th>1991-92 Award</th>
<th>Renewable?</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>University Professors</td>
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<td></td>
</tr>
<tr>
<td>National Merit Semi-finalist</td>
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<td></td>
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<tr>
<td>National Merit Finalist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trustee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>President's Achievement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alumni Merit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minority Achievement</td>
<td></td>
<td></td>
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<tr>
<td>Minority Room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Achievement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Departmental Awards</td>
<td>list:</td>
<td></td>
</tr>
<tr>
<td>Eastman Kodak</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Scholarships - please list, indicate amounts and renewability.

** Please explain in your own words why you believe you have financial need. You may use a separate sheet.

** Please write a 500-800 word essay on the following topic:

There are limitations to what grades, scores, and recommendations can tell us about any candidate. Write an essay on something about you that we might not learn from the rest of your application. You can approach this essay in a variety of ways. You may write about family situations, school or community events to which you have had strong reactions, people who have influenced you, significant experiences, personal aspirations, or more generally - topics that spring from the life of the imagination. There is no "correct" way to respond to this essay request. In writing about something that matters to you, you will convey a sense of yourself to us.

In order to determine your eligibility, it is important that the selection committee have access to your academic and financial aid records. Please indicate by your signature below that the Administrative Staff Council Scholarship Selection Committee has your permission to access your records at Bowling Green State University.

Signature: ____________________________ Date: ____________________________
MEMORANDUM

TO: ASC Executive Committee
   ASC Scholarship Committee

FROM: Susan Davenport Darrow
       Chair, ASC Scholarship Committee

DATE: January 16, 1992

RE: Scholarship Application

I attach the proposed 1992 ASC Scholarship application incorporating the changes we have discussed. Please call me at 2-2501 by Tuesday, January 21 if you have any suggested changes.

Thank you so much.

hm
Attachment
There are limitations to what grades, scores, and recommendations can tell us about any candidate. Write an essay on something about you that we might not learn from the rest of your application. You can approach this essay in a variety of ways. You may write about family situations, school or community events to which you have had strong reactions, people who have influenced you, significant experiences, personal aspirations, or - more generally - topics that spring from the life of the imagination. There is no "correct" way to respond to this essay request. In writing about something that matters to you, you will convey a sense of yourself to us.
Mr. Steven Seasly  
205 Seneca St., Box 333  
Attica, OH 44807

Dear Steve:

Congratulations on your selection as one of the 1992 recipients of the Administrative Staff Scholarship! We decided to split the award between you and Amy Pawlacyk so each of you will receive $650. You were in competition with over 200 other applicants so you should be very proud of your award. Our decision was based upon your excellent academic records, your service to the University and community, your well-written essay, and the quality of your interview.

I enclose an official notification and acceptance form which should be signed and returned to me by June 15, 1992. $650 will be placed in your Bursar account for Fall Semester. We only regret that it is not more.

The Administrative Staff holds a reception each year on Opening Day at the start of school in the fall. This year it is scheduled for Monday, August 24 from 3 - 5 p.m. We hope you will be able to attend to receive our formal congratulations. Please let me know where I might reach you by phone approximately two weeks beforehand so I may give you the details.

Thank you so much for your time and effort in applying for the Administrative Staff Scholarship. Meeting and talking with you and Amy was truly a pleasure. It is comforting to know that such fine young people inhabit our Earth!

I hope your summer is restful and productive.

Sincerely,

Susan Davenport Darrow, Chair  
Administrative Staff Council  
Scholarship Committee

Enclosure

P.S. Did you ever get to the Public Relations Office to get your photograph taken?

cc: Todd Brunsink  
Joshua Kaplan  
Joan Morgan  
Penny Nemitz
BOWLING GREEN STATE UNIVERSITY

ADMINISTRATIVE STAFF SCHOLARSHIP NOTIFICATION

The Administrative Staff Council is pleased to award Steven Seasly and Amy Pawlaczyn Administrative Staff Scholarships for 1992-93. These scholarships are for $650 each and are non-renewable. The awards will be applied to each student's account in the Bursar's Office at the start of Fall Semester 1992.

Please complete the section below and return the original copy no later than June 15, 1992 to the following address: S. Darrow, University Honors Program, 231 Administration Building, BGSU, Bowling Green, OH 43403.

If the award is not accepted by the above date, it will be cancelled.

Susan Davenport Darrow, Chair
ASC Scholarship Committee

I accept the 1992-93 Administrative Staff Scholarship

I do not accept the Administrative Staff Scholarship

_____________________________ signature

_____________________________ date

_____________________________ social security number
Ms. Amy Pawlaczyk  
401 Sycamore Lane  
Waterville, OH 43566  

Dear Amy:

Congratulations on your selection as one of the 1992 recipients of the Administrative Staff Scholarship! We decided to split the award between you and Steve Seasly so each of you will receive $650. You were in competition with over 200 other applicants so you should be very proud of your award. Our decision was based upon your excellent academic records, your service to the University and community, your well-written essay, and the quality of your interview.

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I hope your summer is restful and productive.

Sincerely,

Susan Davenport Darrow, Chair  
Administrative Staff Council  
Scholarship Committee

Enclosure

cc: Todd Brunsink  
Joshua Kaplan  
Joan Morgan  
Penny Nemitz
TO: Administrative Staff
FROM: ASC Scholarship Committee
Susan Darrow, Chair
Todd Brunsink
Joan Morgan
Penny Nemitz
RE: 1992 Administrative Staff Scholarship

We are pleased to announce the 1992 recipients of the Administrative Staff Scholarship. Since we had such high quality applicants and were unable to decide between two applicants, we ended up giving them each $650. The winners were Steven Seasly and Amy Fawlacyzyk.

Steve is a senior (as of Fall 1992) majoring in journalism-public relations. He's a sports writer for the BG News and a layout assistant for the Green News, the newsletter for the Environmental Interest Group, an organization to which he belongs. He's also a member of BG Pro and an active participant in BG intramurals. He was a volunteer for WTVO, Channel 13 election activities in 1990 and will be an intern in Washington, D.C. this summer. Last summer he interned at Fox Nineteen WOIO in Cleveland. Steve is the youngest of six children. His father succumbed to Lou Gehrig's Disease when Steve was 5; at that time his mother went to school to learn to be a beautician. Fifteen years later, each of her children has completed or is currently attending college! His essay described his childhood and his mother's tireless efforts to do well by her children.

Amy is the daughter of a factory worker and the oldest of six children. She must pay her own way through school since there is not enough money to cover such luxuries as college. One brother is also in college. She is a senior (as of Fall 92) majoring in developmentally handicapped and specific learning disabilities. Amy has served as an Orientation Host, is a Saturday Recreation Program volunteer, an Educational Memorabilia Center Tour Guide, plays intramural volleyball, and belongs in Le Club 8 wellness program. Amy also belongs to Golden Key, Phi Eta Sigma, and Alpha Lambda Delta educational honoraries as well as Kappa Delta Pi education honorary. Additionally, Amy is an organizational team member of the Rite of Catholic Initiation of Adults at St. Thomas More University Parish, is table leader for exercise in the Christian Living Retreat, is active in the Council for Exceptional Children and is a Special Olympics volunteer. She wrote about how lucky she has been in her life -- a good and supportive family, being naturally intelligent, having a healthy and active social life and a strong faith.
Through your generosity we were able to award Steve and Amy a $650 scholarship each for the 1992-93 academic year. This year we received over 200 applications for the Administrative Staff Scholarship, despite the fact that we included a written essay with the application and planned to interview several candidates. It is obvious that we have a tremendous and growing financial need among BGSU students.

The accompanying fact sheet will provide you with additional information about the Administrative Staff Scholarship. Please consider making a contribution to this fund. Your support for the Scholarship will be sincerely appreciated by the students at Bowling Green.
1992 ADMINISTRATIVE STAFF SCHOLARSHIP FACT SHEET

The Administrative Staff Scholarship was initiated in 1935 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 rank in the top 10% of his/her college within his/her class rank, demonstrate financial need and have 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  Élisabeth 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
         Steven Sealsly, major: journalism - public relations

1992 Pledge Drive

The pledge drive for the Administrative Staff Scholarship has been suspended for this year only, and administrative staff members are asked to contribute to the Ferrari Award for Administrative Staff Members. Please send donations to: Carl Peschel, Ferrari Award, Alumni and Development, Mileti Alumni Center.
Ms. Judith Rofkar  
3472 N.W. Catawba Road  
Fort Clinton, OH  43452  

Dear Judith:

I need to apologize to you for writing this letter so long after you were interviewed for the Administrative Staff Council Scholarship. I meant to do it right away, but with the chaos of the end of the academic year, graduation, and some health problems, I didn't get it done. I'm sorry.

We really enjoyed our interview with you. Making the decision concerning the scholarship was painful, and in the end, we decided to split the award between two people. Though you did not receive an award, we want you to know that the decision was very difficult, and you were a strong candidate.

Thank you so much for applying for the scholarship and for interviewing with us. You represent Bowling Green well now, and I'm sure you will continue to do so in the future.

Sincerely,

Susan Davenport Darrow, Chair  
Administrative Staff Council Scholarship Committee
26 May 1992

Ms. Kimberly Margraf
6833 W. Twp. Rd. 94
New Riegel, OH 44853

Dear Kimberly:

I need to apologize to you for writing this letter so long after you were interviewed for the Administrative Staff Council Scholarship. I meant to do it right away, but with the chaos of the end of the academic year, graduation, and some health problems, I didn't get it done. I'm sorry.

We really enjoyed our interview with you. Making the decision concerning the scholarship was painful, and in the end, we decided to split the award between two people. Though you did not receive an award, we want you to know that the decision was very difficult, and you were a strong candidate.

Thank you so much for applying for the scholarship and for interviewing with us. You represent Bowling Green well now, and I'm sure you will continue to do so in the future.

Sincerely,

Susan Davenport Darrow
Chair
Administrative Staff Council Scholarship Committee
Ms. Ellen Dugan  
5204 W. 151st St.  
Brook Park, OH 44142

Dear Ellen:

I need to apologize to you for writing this letter so long after you were interviewed for the Administrative Staff Council Scholarship. I meant to do it right away, but with the chaos of the end of the academic year, graduation, and some health problems, I didn't get it done. I'm sorry.

We really enjoyed our interview with you. Making the decision concerning the scholarship was painful, and in the end, we decided to split the award between two people. Though you did not receive an award, we want you to know that the decision was very difficult, and you were a strong candidate.

We hope your wedding goes well, and student teaching will go well in the fall.

Thank you so much for applying for the scholarship and for interviewing with us. You represent Bowling Green well now, and I'm sure you will continue to do so in the future.

Sincerely,

Susan Davenport, Chair  
Administrative Staff Council  
Scholarship Committee
28 May 1992

The Family of Laura Krupp
1038 Cory Street
Fostoria, OH

Dear Kevin, Joshua and Sarah:

It is with deep sadness that I write this letter. I am very sorry that your wife and mother, Laura, was killed in an awful car accident last month. We at BGSU want you to know that you are in our thoughts. We hope that, with time and lots of tears, your memory of her will be filled with joy and love, rather than the pain you must feel now.

I am the chair of the Administrative Staff Scholarship Committee at BGSU; Laura was a finalist for the 1992-93 scholarship and was to be interviewed on April 29. We thought that you would like to have the essay and application she had submitted. As you can see, the essay discusses her commitment and joy in raising her children, you. She was obviously a caring and loving wife and mother. When I first read her essay, my eyes flooded with tears; after hearing of her death, the essay is even more moving!

The entire Administrative Staff at Bowling Green University send their sympathy and love. She made a very positive impact upon the University, and she will be missed by all who knew her. We also hope that you are recovering from your injuries, Kevin, and that you will soon be back to health.

Sincerely,

Susan Davenport Darrow
Associate Director

Enclosure
25 May 1992

TO: Administrative Staff

FROM: ASC Scholarship Committee

Susan Darrow, Chair
Todd Brunsink
Joan Morgan
Penny Nemitz

RE: 1992 Administrative Staff Scholarship

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The accompanying fact sheet will provide you with additional information about the Administrative Staff Scholarship. Please consider making a contribution to this fund. Your support for the Scholarship will be sincerely appreciated by the students at Bowling Green.
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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
Steven Sealsly, major: journalism - public relations

1992 Pledge Drive

The pledge drive for the Administrative Staff Scholarship has been suspended for this year only, and administrative staff members are asked to contribute to the Ferrari Award for Administrative Staff Members. Please send donations to: Carl Peschel, Ferrari Award, Alumni and Development, Mileti Alumni Center.
MEMORANDUM

TO: Ann Bowers
FROM: Carl E. Peschel
DATE: March 1, 1993
SUBJ: Administrative Staff Sch (ADM1-42)

As an aid in determining the amount available for this scholarship for 1993-94, the following is a recap of activity for the period 7/1/91 to 6/30/92 and estimates for 1992-93:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Balance 7/1/91</td>
<td>$1546.54</td>
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<tr>
<td>Awards Fall &amp; Spring 1991-92</td>
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<td>Investment Income 1991-92</td>
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<tr>
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<tr>
<td></td>
<td>----------</td>
</tr>
<tr>
<td>Balance 6/30/93 Est</td>
<td>$1355.50</td>
</tr>
</tbody>
</table>

It is my recommendation that the award for Fall and Spring, 1993-94 be $1200.00.

Should there be any questions, please advise.

jh
pc: Financial Aid
24 May 1993

Administrative Staff Council Scholarship Committee
Annual Report 1992-93

The Scholarship Committee for 1992-93 consisted of the following members: Susan Darrow, Chairperson, Joan Morgan, Susan Hughes, Scot Bressler, Marilyn Braatz and Dan Parratt. We used the attached timetable and application form.

We received 180 complete applications, including an essay and a statement concerning how each applicant had funded his/her education in 1992-93 and how he/she intended to fund it for 1993-94. The Chair divided the 180 applications equally among the six committee members, and each committee member evaluated his or her portion of applications with the use of a tabulation form, and chose finalists from his or her portion of the applications. When the Committee met, we circulated the applications chosen as finalists, again used a tabulation form, and selected 4 finalists to be interviewed.

Joan Morgan compiled a list of questions to ask each of the finalists during the interview. Since we did not wish to overwhelm finalists with so many people doing the interviewing, three committee members conducted the interviews: Joan Morgan (replacing Susan Darrow who was hospitalized during this time), Susan Hughes, Dan Parratt and Scott Bressler. The finalists were: Thomas Garey, Jodi Aurand, Lori Hamilton and Ann Williams.

Thomas Garey was chosen to be the 1993 ASC Scholarship Recipient and was notified that he had won the $1,000 award. The other three finalists were notified that they did not win the $1,000 but would receive a book scholarship in an amount to be determined by the interest earned in the scholarship account as of August 1993. The winner was announced in the BG News "personals."

The Scholarship Committee held a wrap-up meeting and discussed what went well and gave the following suggestions for changes for the 1993-94 year:

1. The Scholarship Committee should meet during the Fall Semester to prepare for the Spring campaign

2. The ASC should schedule a fundraising campaign for the ASC Scholarship account in the Fall Semester to add to the current level of funding for the Scholarship

3. Add the "date of expected graduation" to the application form

4. Add a space to include the "city" of residence on the application form
5. Add "local phone number" to the application form.

6. Add a statement to the application form such as "finalists will be notified by (a specific date)" so applicants will be able to determine their own status in the selection process.

7. Add a space beside each listing of reference for the applicant to tell us how they know the reference person they are listing.

8. Ask applicants to spell out the name of each group or organization to which they belong. (We got quite a few abbreviations that we were not able to decode.)

9. Include less space on the application for "honors and awards" and more space under the "service to the community" area.

10. All members of the Committee, except Joan Morgan, wish to serve on the Scholarship Committee again next year (Joan is going off the Council.)

We felt that the essay question was very helpful in the selection process and that the question on the funding of their education was helpful as well. With the above changes, the selection process should go even better next year.

It was a successful year. We, of course, were frustrated that we had many, many worthy applicants and only a relatively small amount of money to award. The current method of selection seems to be thorough, and each committee member has equal opportunity to influence the choice of finalists. We worked well together, and, thus, enjoyed the company in addition to the process.

Thank you for the honor of being selected to serve as Chairperson of the ASC Scholarship Committee for 1992-93.

Respectfully yours,

Susan Davenport Darrow

Susan Davenport Darrow

Attachments (2)
1992-93 Administrative Staff Scholarship Committee Timetable

Jan. Early in month send Committee members copy of timetable and 1991-92 application form for suggested revisions

Jan. Early in month Committee meets and makes proposed changes in timetable and application

Jan. Recommendations forwarded to ASC Executive Committee

Jan. Executive Committee approves proposed changes

Jan. 1 Send application form to printer. Send request to Registration and Records for labels for top 10% of class in each College after Fall 1992 Term

Jan. 15 Mail applications to qualified students with cover letter. Send extra applications to the FASE office, Off-Campus Student Center, Honors Program, Continuing Education Office, Co-op office, Multi-Cultural Affairs office, Pre-Major advising office, and all college offices. Ask them to encourage students to apply

Mar. 2 Deadline date for applications, 5 p.m.

Applications received by ASC Scholarship Committee member in Archival Collections

Mar. 2-

April 6 Individual review of applications, group review of applications, finalists determined

April 6-

April 15 Interview finalists

April 20 Scholarship recipient chosen

April 20 Letters sent to winner and losers

May Committee meets to evaluate the year

May Report to ASC on scholarship project including recipient, number of applications, suggested changes for the next year

June Send request for disbursement to University Foundation and official acceptance form to recipient

Aug 1 or so Invite recipient to ASC Fall Reception

Aug 1 Introduce recipient at Fall Reception and make the person feel welcome - any Committee member may do

Aug ASC Executive Committee regenerates Committee for the year
Bowling Green State University Administrative Staff Scholarship

You are invited to apply for the Administrative Staff Scholarship which is given annually to a part-time or full-time undergraduate student who has completed 2 semesters of coursework remaining before graduation, rank in the top 10% of his/her college, demonstrates unmet financial need and provides leadership/service to BGSU and the community. (One need not receive financial aid in order to qualify.) The scholarship of $1,000 is used to pay education related expenses. Payment of the award is made in two installments during Fall and Spring Semesters from funds deposited with the BGSU Foundation. Applicants must be in attendance at BGSU during the Fall Semester, 1993. Finalists will be interviewed. Please complete the application form, write an essay, and return by March 1, 1993 at 5:00 p.m. to:

Susan Hughes
Center for Archival Collections, Fifth Floor, Jerome Library
Bowling Green State University
Bowling Green, Ohio 43403-0145

(Please print or type the following information)

Name: ___________________________ SSN: __________

Campus Address: _____________________ Birthdate: _____________

Home Address: ______________________ Phone: __________________
(if different)

Cumulative GPA (including Fall semester 1992): ________

As of the beginning of Fall Semester 1993, you will be: (Check One) FR ___ SO ___ JR ___ SR

Total hours accumulated by the end of Spring Semester 1993 ________

College or Program

_____ Arts & Sciences

_____ Business Administration

_____ Education & Allied Professions

_____ Firelands College

_____ Health & Human Services

_____ Musical Arts

_____ Technology

_____ Pre-Major Advising

Please list two (2) references (including at least one university instructor) who may be contacted for additional information:

Name: ___________________________ Phone: ____________

Name: ___________________________ Phone: ____________

Major (if any): ________________________________

Please do not include high school activities or awards in the following section.

Academic honors or distinctions earned at BGSU:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Participation/membership/leadership positions in BGSU activities and organizations (activities, athletics, committees, living units, etc.) Please include offices held, number of years involved, and year(s) of participation:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Post-high school employment. Please list employer and approximate dates of employment. Use separate sheet, if necessary.

[Blank lines]

Present employer, if employed: Name: __________________________________________
Address: __________________________________________
Phone: __________________________________________

If currently employed, how many hours per week? __________________________

Please indicate current scholarships and indicate if they are renewable:

<table>
<thead>
<tr>
<th>1992-93 Award</th>
<th>Renewable?</th>
<th>Amount</th>
</tr>
</thead>
</table>
| _____________ | __________| _______
| _____________ | __________| _______
| _____________ | __________| _______
| _____________ | __________| _______
| _____________ | __________| _______
| _____________ | __________| _______
| _____________ | __________| _______
| _____________ | __________| _______

Other scholarships -- please list all current scholarships, and indicate amounts and renewability.

[Blank lines]

1) Please tell us what your educational expenses have been for the 1992-93 academic year, and how you have met those expenses. Then project the same expenses for 1993-94 and share your plan for meeting expenses for 1993-94. Be as specific as possible. Please use a separate sheet.

2) Please write a 500-800 word essay:

There are limitations to what grades, scores, and recommendations can tell us about any candidate. Write an essay on something about you that we might not learn from the rest of your application. You can approach this essay in a variety of ways. You may write about family situations, school or community events to which you have had strong reactions, people who have influenced you, significant experiences, personal aspirations, or -- more generally -- topics that spring from the life of the imagination. There is no "correct" way to respond to this essay request. In writing about something that matters to you, you will convey a sense of yourself to us.

In order to determine your eligibility, it is important that the selection committee have access to your academic and financial aid records. Please indicate by your signature below that the Administrative Staff Council Scholarship Selection Committee has your permission to access your records at Bowling Green State University.

Signature: __________________________ Date: __________________________
25 May 1993

TO: Administrative Staff

FROM: ASC Scholarship Committee

Susan Darrow, Chair
Susan Hughes
Joan Morgan
Scot Bressler
Marilyn Braatz
Dan Parratt

RE: 1993 Administrative Staff Scholarship

We are pleased to announce the 1993 recipient of the Administrative Staff Scholarship, Thomas Garey. Tom will receive $1,000. Additionally, three semi-finalists, Ann Williams, Jodi Aurand and Lori Hamilton will each receive some monies, to be determined in August (approximately $100 each), to help with their educational expenses.

Tom is a senior, double majoring in geography in the College of Arts and Sciences and social studies in the College of Education and Allied Professions. He has a 4.0 GPA. Tom lives in Custar, Ohio with his wife and three children. He's a member of Alpha Lambda Delta honorary and the University Honors Program. Tom was appointed as a senator and Non-Traditional Student Liaison to the University Student Government in Fall Semester 1992. He was an Orientation Leader in August of 1992 and plans to do so again this August. Tom has performed at many Honors Student Association coffee houses, has participated in the Red Cross Blood Drive and was a contestant in the UAO-sponsored Gong Show in Fall 1991. He is a twelve-year member of the First Unitarian Church in Toledo, has been a blood donor for the American Red Cross for 20 years (has donated six gallons!), and is a Tiger Cub den leader for his son's Scout troop. After many years of service in the military and the U.S. Postal Services, Tom decided to return to school to pursue a college degree. Tom's wife serves as the primary breadwinner, with Tom taking over child care as much as his schedule will permit. He received a number of scholarships in the preceding year, but none were renewable. Tom discussed his decision to return to school in the essay he wrote as part of the application. sharing his aspiration to teach American government, American history, civics and geography at the high school level and plans to teach self-esteem, goal achievement and community involvement along with the social studies curriculum. In closing,
Tom says, "While I have no illusions of changing the world, I can make a difference, one child at a time." Tom is warm, energetic, enthusiastic, articulate, competent and caring. The whole committee felt strongly about the superiority of his application.

It is only by the generosity of the members of the Administrative Staff at BG that we are able to provide the scholarship every year. We have gradually increased the amount of the award over the years of its existence and hope to launch another campaign for donations next fall. This year we received nearly 200 applications for the Scholarship even though we required a written essay and statement concerning how each applicant funded his or her education in 1992-93 and how he or she anticipated doing so in 1993-94. It is obvious that we have a tremendous and growing financial need among BGSU students, and $1,000 is worth less each year.

The accompanying fact sheet will provide you with additional information about the Administrative Staff Scholarship. Please consider making further contributions to this fund. Your support of the Scholarship will be sincerely appreciated by the Bowling Green students.
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 plus whatever additional funds are available from the interest on the corpus.

Scholarship Criteria

The undergraduate student must rank in the top 10% of his/her college within his/her class rank; demonstrate financial need and have a record of leadership and service to the University and community. The decision is based upon the overall quality of the application, including level and depth of involvement at EGSU and the community, the quality of the required essay, the strength of the statement concerning how the applicant funded his or her education this academic year and how she or he plans to do so for the next academic year and specific circumstances of each particular applicant. Preference is given to applicants who are closer to graduation but still have two semesters of study remaining in their program, to those who are currently working (unless their program makes holding a job impossible, such as physical therapy), and to those who keep their own expenses as low as possible. Finalists are interviewed, and each are asked to respond to the same questions.

Recipients

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
<th>Major</th>
</tr>
</thead>
<tbody>
<tr>
<td>1986-87</td>
<td>Donna Capelle</td>
<td>history</td>
</tr>
<tr>
<td>1987-88</td>
<td>Cheri Copeland</td>
<td>elementary education</td>
</tr>
<tr>
<td></td>
<td>Jon Guynn</td>
<td>interpersonal communications</td>
</tr>
<tr>
<td>1988-89</td>
<td>Elizabeth Hammann</td>
<td>social work</td>
</tr>
<tr>
<td>1989-90</td>
<td>Karen S. Phillips</td>
<td>elementary education</td>
</tr>
<tr>
<td>1990-91</td>
<td>Kelly Lynn Sprout</td>
<td>biology (pre-med)</td>
</tr>
<tr>
<td>1991-92</td>
<td>Catherine Kesler</td>
<td>communication disorders</td>
</tr>
<tr>
<td>1992-93</td>
<td>Amy Pawlaczyl</td>
<td>developmentally handicapped specific learning disabilities</td>
</tr>
<tr>
<td></td>
<td>Steven Seasly</td>
<td>journalism - public relations</td>
</tr>
<tr>
<td>1993-94</td>
<td>Thomas Garey</td>
<td>geography, College of Arts and Sciences social studies, College of Education and Allied Professions</td>
</tr>
</tbody>
</table>

Semi-finalists: Lori Hamilton, Jodi Aurand and Ann Williams will receive a book scholarship of an amount yet to be determine

1993 Pledge Drive

The Administrative Staff Council Scholarship Committee for 1992-93 recommends that a pledge drive be undertaken during the Fall of 1993 to enlarge the Scholarship fund.
MEMORANDUM

TO: Fund Administrators of Scholarship Accounts

FROM: Judy Hagemann

DATE: December 20, 1993

SUBJ: Disbursements for Scholarships/Awards

In an effort to augment the information provided to the Office of Financial Aid regarding scholarships and awards, I am requesting that beginning with the receipt of this memo, you forward copies of any disbursement orders for scholarships and/or awards to Ms. Lorraine Young, Financial Aid.

While providing copies to Ms. Young is not mandatory, it will provide that office with more data than is available on the computer system, therefore, enhancing the services provided to students, parents and departments.

I have appreciated our working relationship and hope that you extend your cooperation to Financial Aid as well.

Happy holidays!!

jh

pc: Carl Peschel, Director, Foundation Accounts
    Lorraine Young, Financial Aid
MEMORANDUM

TO: Pat Green
FROM: Carl E. Peschel
DATE: February 14, 1994
SUBJ: Administrative Staff Sch (ADML-42)

As an aid in determining the amount available for this scholarship for 1994-95, the following is a recap of activity for the period 7/1/92 to 6/30/93 and estimates for 1993-94:

Balance 7/1/92 $ 1544.90
Awards 1992-93 -2100.00
Investment Income 1992-93 942.42

Balance 6/30/93 $ 387.32
Awards 1993-94 -387.32
Investment Income 1993-94 Est 1609.00

Balance 6/30/94 Est $ 1609.00

It is my recommendation that the awards for 1994-95 be $1000.00.

Should there be any questions, please advise.

jh
pc: Financial Aid
May 9, 1994

To: Pat Green, Chair-Elect
Administrative Staff Council

From: Susan Hughes, Chair
ASC Scholarship Committee

RE: ASC Scholarship

At the ASC meeting on May 5, 1994, I gave to you a memo with the name of the recipient of the ASC scholarship and the names of those students who will be receiving book scholarships. I was very confused and upset by your response and would like to take this opportunity to clarify some issues.

You indicated that the committee should have checked with you first before awarding the book scholarships to Kurt Landes and Jenede Conie. You indicated further that last year there was not enough money to cover the $1000 scholarship as well as the book scholarships and that money “needed to be borrowed”; furthermore, you indicated that there may not be enough money again this year.

When the 1993-94 scholarship was awarded last year, there was $1190 in interest. The $190 dollars remaining after the $1000 was awarded was split evenly between the three book scholarship recipients, for approximately $64 each, as approved by the Executive Committee. Before the scholarship applications were printed in January 1994 for this year’s search, I checked with Judy Hagemann, Budget Management Analyst for the Foundation, and was told that we could expect at least as much interest as in the previous year. This information was verified a second time by the committee at our final meeting prior to interviewing the candidates.

In speaking again with Judy Hagemann on May 5, I was told that our “crystal ball” letter states that we can expect $1609 in interest this year. This additional interest should be sufficient to cover the modest amount that the scholarship committee will be recommending to the Executive Council.

Finally, the committee worked diligently to complete a difficult, but rewarding, task. We took the opportunity to contact the Foundation twice regarding the amount of interest on the corpus of the scholarship fund. I feel that if there was a problem with insufficient funds to cover the scholarship and book scholarships in 1993-94, then the scholarship committee should have been apprised of this situation. Not hearing anything from the Executive Committee, we proceeded as we felt best and as authorized in our charge.

Please feel free to contact me and we can discuss the scholarship.

pc: Greg Jordan
### 1993-94 Administrative Staff Scholarship Committee Timetable

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan.</td>
<td>Early in month Committee meets to make proposed changes to timetable and application</td>
<td>Com</td>
</tr>
<tr>
<td>Jan.</td>
<td>Recommendations forwarded to ASC Executive Committee</td>
<td>Chair</td>
</tr>
<tr>
<td>Jan.</td>
<td>Send request to Registration and Records for labels for top 10% of class in each College after Fall 1993 term</td>
<td>Chair</td>
</tr>
<tr>
<td>Jan. 25</td>
<td>Executive Committee reviews proposed changes</td>
<td></td>
</tr>
<tr>
<td>Jan.</td>
<td>Photocopy applications.</td>
<td>Com</td>
</tr>
<tr>
<td>Jan.</td>
<td>Mail applications to qualifying students.</td>
<td>Com</td>
</tr>
<tr>
<td></td>
<td>Send extra copies to FASE office, Off-Campus Student Center, Honors Program, Continuing Education Office, Coop Office, Multi-Cultural Affairs office, Pre-Major Advising, and all college academic offices. Ask them to encourage students to apply.</td>
<td></td>
</tr>
<tr>
<td>Mar. 18</td>
<td>Deadline for applications, 5 p.m.</td>
<td>Chair</td>
</tr>
<tr>
<td>Mar. 18-</td>
<td>Individual review of applications, group review of applications, finalist determined</td>
<td>Com</td>
</tr>
<tr>
<td>April 8</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Interview finalists</td>
<td>Com</td>
</tr>
<tr>
<td>April 11-15</td>
<td>Scholarship recipient chosen</td>
<td>Com</td>
</tr>
<tr>
<td>April 20</td>
<td>Letters sent to winner and other finalists</td>
<td>Chair</td>
</tr>
<tr>
<td>May</td>
<td>Committee meets to evaluate the year</td>
<td>Com</td>
</tr>
<tr>
<td>May 3</td>
<td>Report to ASC on scholarship project including recipient, number of applications, suggested changes for the next year</td>
<td>Chair</td>
</tr>
<tr>
<td>June</td>
<td>Send request for disbursement to University Foundation and official acceptance form to recipient</td>
<td>Chair</td>
</tr>
<tr>
<td>August</td>
<td>Invite recipient to ASC Fall reception</td>
<td>Chair</td>
</tr>
</tbody>
</table>
Bowling Green State University Administrative Staff Scholarship

You are invited to apply for the Administrative Staff Scholarship which is given annually to a part-time or full-time undergraduate student who has at least 2 semesters of coursework remaining before graduation, ranks in the top 10% of his/her college, demonstrates unmet financial need, and provides leadership/service to BGSU and the community. (One need not receive financial aid in order to qualify.) The scholarship of $1,000 is used to pay education related expenses. Payment of the award is made in two installments during Fall and Spring Semesters from funds deposited with the BGSU Foundation. Applicants must be in attendance at BGSU during the Fall Semester, 1994. Finalists will be interviewed. Please complete and return the application by March 18, 1994 at 4:30 p.m. to:

Susan Hughes
Center for Archival Collections, Fifth Floor, Jerome Library
Bowling Green State University
Bowling Green, OH 43403-0145

(Please print or type the following information)

Name: ___________________________ BGSU ID No.: ___________________________
Local Address: ___________________________ Birthdate: ___________________________
Permanent Address: ___________________________ Local Phone: ___________________________

Expected Date of Graduation: __________ Cumulative GPA: __________

College or Program

--- Arts & Sciences
--- Business Administration
--- Education & Allied Professions
--- Firelands College
--- Health & Human Services
--- Musical Arts
--- Technology
--- Pre-Major Advising
--- Major (if any): ___________________________

Class Status as of Fall 1993: FR SO JR SR

Please list three (3) references and phone numbers at which they may be reached. (At least one must be an academic reference, e.g., a teacher)

Local Phone: ___________________________ (____)________________________

Local Phone: ___________________________ (____)________________________

Local Phone: ___________________________ (____)________________________

Major (if any): ___________________________

Please do not include high school activities or awards in the following section.

Attach a separate sheet if additional space is needed. Please try to avoid abbreviations.

Academic honors or distinctions earned at BGSU:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Participation/membership/leadership positions in BGSU activities and organizations (activities, athletics, committees, living units, etc.):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Post-high school employment. Please list employer and approximate dates of employment. Use separate sheet, if necessary.


Present employer, if employed: Name: __________________________
Address: __________________________
(work) Phone: __________________________

Please indicate current scholarships and whether they are renewable:

<table>
<thead>
<tr>
<th>1993-94 Award</th>
<th>Renewable?</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Professors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Merit Semi-finalist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Merit Finalist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trustee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>President's Achievement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alumni Merit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minority Achievement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minority Room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Achievement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eastman Kodak</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Departmental Awards (list)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other Scholarships -- please list, indicate amounts and renewability.

** Please tell us what your educational expenses were for the 1993-94 academic year and how you have met those expenses. Then project your expenses for 1994-95 and share your plan for meeting them. Be as specific as possible. Please use a separate sheet.

** Please write a 500-800 word essay on the following topic:

There are limitations to what grades, scores, and recommendations can tell us about any candidate. Write an essay on something about you that we might not learn from the rest of your application. You can approach this essay in a variety of ways. You may write about family situations, school or community events to which you have had strong reactions, people who have influenced you, significant experiences, personal aspirations, or -- more generally -- topics that spring from the life of the imagination. There is no "correct" way to respond to this essay request. In writing about something that matters to you, you will convey a sense of yourself to us.

In order to determine your eligibility, it is important that the selection committee have access to your academic and financial aid records. Please indicate by your signature below that the Administrative Staff Council Scholarship Committee has your permission to access your records at Bowling Green State University.

Signature: __________________________ Date: __________________________
To: Greg Jordan, Chair
   Administrative Staff Council
From: Susan Hughes
   Scholarship Committee
re: budget

Anticipated expenses for the Scholarship Committee for 1993-94:

<table>
<thead>
<tr>
<th>BG News classified ads</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>February</td>
<td>8.80</td>
</tr>
<tr>
<td>May</td>
<td>4.20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Fundraiser</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus-mail envelopes (one box)</td>
<td>7.54</td>
</tr>
</tbody>
</table>

TOTAL $20.54
October 12, 1993

MEMORANDUM

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

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 calibre 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, Mileti 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 Guylun, -- 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 Sealsy -- major: journalism/public relations
1993-94  Thomas Garey -- majors: geography and social studies education
May 31, 1994

To: Executive Committee, Administrative Staff Council

From: Susan Hughes, Chair ASC Scholarship Committee

RE: ASC Scholarship

Enclosed please find a suggested revision of the requirements of the Administrative Staff Scholarship Program for consideration by the Executive Committee.

The items which appear in bold (numbers 3, 4, and 5) were suggested by the Scholarship Committee in order to assure that the successful scholarship program we have had in the past continues.

Also, the Scholarship Committee would like to request at this time that the Executive Committee define a policy for dealing with additional funds left in the interest account after the scholarship has been awarded. For the past two years, all or a portion of these funds have been awarded as book scholarships. We suggest that there are several ways in which the money could be allocated:

- the entire amount of interest be awarded to the scholarship recipient.

- a predetermined award be given and the remainder be deposited to the corpus or held in the interest account for the following year.

- a predetermined award be given and any subsequent awards be given at the discretion of the Scholarship Committee.

Thank you very much. If you have any questions, please do not hesitate to contact me. I anticipate hearing from you in the near future.
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. Minimum of sixty (60) class credit hours completed by the end of the spring semester in which application is received.

4. Leadership to Bowling Green State University and/or the community as determined by participation, membership and/or leadership positions in activities and organizations, or service to the applicant’s community, state and nation.

5. Finalists to be interviewed by a committee of the Administrative Staff Council.

6. 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.

Revised 5/94
November 18, 1994

Ms. Pat Green, Chair
Chemistry
BGSU

Dear Ms. Green,

I wanted to take this opportunity, on behalf of the Bowling Green State University Foundation, Inc., to thank you for your continued support to the University. Friends of the University like you truly do make a difference on the educational experience of our students.

As a result of your support, the Foundation is pleased to provide you with this report of the Administrative Staff Council Scholarship as of June 30, 1994. The attached financial report is a summary of the corpus account balance and income account indicating the awards, gifts, expenses, and earnings for the 1993-94 fiscal year.

As you know, the corpus account portion of the account is held in perpetuity, while the interest generated from the account is used to satisfy the benefactor's directions on the use of the fund.

To further serve your needs as a donor, we are presently in the process of enhancing our ability to gather timely and additional information about the recipient of the Administrative Staff Council Scholarship and the expected award for the academic year. It is through such measures that we can provide the services that you expect from us.

Because private dollars are increasingly important in maintaining quality programs here at Bowling Green State University, your support of BGSU students in terms of scholarship awards is a tangible sign of your commitment to students and to quality higher education. As a result of your generosity and other friends like you, we have been able to endow over 340 scholarships and programs.
November 18, 1994
Page 2

If I may provide additional information or assistance, please do not hesitate to contact me. Once again, please know how much BGSU values your support as we continue to build on our successes from the past and move forward to greater accomplishments in the future.

Sincerely,

[Signature]

Philip R. Mason
Vice President for
University Relations
and Secretary to the Board

pja

Enclosure
FINANCIAL REPORT

Administrative Staff Council Scholarship

As of June 30, 1994, the corpus balance was $32,590.20 which includes 1993-94 gifts of $1,569.00 and a realized gain of $241.00.

The following summary of the income account indicates the activity during the 1993-94 fiscal year:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance 6/30/93</td>
<td>$387.32</td>
</tr>
<tr>
<td>Awards</td>
<td>(387.32)</td>
</tr>
<tr>
<td>Earnings</td>
<td>1,561.73</td>
</tr>
<tr>
<td>Transfers In/(Out)</td>
<td>0</td>
</tr>
<tr>
<td>Other Gifts</td>
<td>0</td>
</tr>
<tr>
<td>Expenses</td>
<td>0</td>
</tr>
<tr>
<td><strong>Balance 6/30/94</strong></td>
<td><strong>$1,561.73</strong></td>
</tr>
</tbody>
</table>

We anticipate that the amount available in the income account for award winners for the 1994-95 fiscal year will be $1,200.00.
SCHOLARSHIP COMMITTEE

-- November 7-11, 1994: Employee Campaign for Scholarship Week.

-- January: committee made minor revisions to application and established timetable for application deadline and interviews.

-- after Executive committee reviewed proposed changes, applications were printed and distributed around campus; ad appeared in BG News, articles sent to BG News, Monitor and Honors Program Newsletter.

-- application deadline of March 17
  applicants were required to include a 500-800 word essay with application and to outline how they had met their educational expenses for 1994-95 and how they would meet expenses for 1995-96 if they did not receive the scholarship.

-- 29 applications received; down from previous years, but good pool to choose from.

-- 4 finalists selected to be interviewed
  looked closely at their involvement in BGSU and their community; had to be in top 10% of college; had to demonstrate unmet financial need.

-- Julie Ford selected: see application
SCHOLARSHIP AVAILABLE

Applications are now available for University students to apply for the annual Administrative Staff Scholarship.

The scholarship is given each year to a part-time or full-time undergraduate student who has at least two semesters of coursework remaining before graduation.

Other qualifications include that the applicant be in the top 10 percent of his or her class, that he or she provide leadership and/or service to the University or the community, and that the person demonstrate an unmet financial need.

The $1,000 scholarship is to be used to pay education-related expenses.

Applications, which include an essay, must be returned by 4:30 p.m. March 17 to room 444 Education Building. All finalists will be interviewed.

Applications are available at Financial Aid and Student Employment, the Off-Campus Student Center, the Honors Program office, Cooperative Education, Multicultural Affairs, Pre-Major Advising, Firelands College and the Center for Archival Collections, Jerome Library.
1995-96 Scholarship

winner: Julie Ann Ford
Cortland, Ohio

College of Musical Arts
senior in Fall 1995
GPA 3.88

selection of her accomplishments and activities:

Alpha Lambda Delta - Junior and Senior Advisor, Secretary, Outreach Tutor

Alpha Iota - Fraternity education chair
Kriescher Quad Government
Resident Student Association
Environmental Action Group
Trinity United Methodist Church - choir
Children's Resource Center/Woodlane - volunteer
BGSU Music Plus Program - volunteer
BGSU "We Care" Volunteer and Cabaret Show performer
Symphonic Band
Spring Concert Band
Fall Concert Band
Fall Wind Ensemble
Women's Chorus
A'cappella Choir
En Cinq Flute Quintet
Magnum Flute Choir
Honor Student Association
Mortar Board
Golden Key National Honor Society
Pi Kappa Lambda (national music honor society)

Employment:

BGSU Music lab monitor and tutor
Mileti Alumnu Center
January 1996

Dear Administrative Staff Member,

This year marks the tenth anniversary of the Administrative Staff Scholarship at Bowling Green State University! Over the past ten years, the amount we have awarded has doubled, with last spring's recipient receiving a $1,000 scholarship.

We are proud of the progress we have made in establishing this scholarship, and we are equally proud of the calibre of each of the students who has benefitted from the award. Last year, nearly 90 students applied for the ASC Scholarship. That is certainly an indication that the need is great.

That is why I am writing to ask for your support. With your help we can assist more students in the years ahead. Contributions can be made in the form of an immediate gift or through payroll deductions. Payroll deductions can be designated as a one-time gift, spaced over a period of several months, or requested as an ongoing deduction. If you already use the payroll deduction plan to benefit our scholarship, perhaps you would like to consider increasing your gift at this time.

The week of January 29th is Employee Campaign Week. Because this is the only solicitation you will receive this year, we, along with Faculty Senate and Classified Staff, are making a concentrated effort during this week to increase the levels of our respective scholarships. Of course a gift at any time of the year is always appreciated.

Help us celebrate ten years of helping others by returning the enclosed pledge card. You may designate your gift to the ASC Scholarship or any other area on campus. We hope you will want to be a part of this worthy project.

Sincerely,

Brian Benner
Chair, Administrative Staff Council
PROPOSED
1995-96 ADMINISTRATIVE STAFF
SCHOLARSHIP COMMITTEE TIMETABLE

Jan. Make changes in timetable; forward to ASC Executive Committee.
Send request to Registration and Records for report of top 10% of class in each College after Fall 1995 term
Executive Committee reviews proposed changes

Feb. Applications to PeproGraphics
Chair
Send applications to FASE office, Off-Campus Student Center, Honors Program, Continuing Education Office, Coop Office, Multi-Cultural Affairs Office, Pre-Major Advising, and all college academic offices. Ask them to encourage students to apply. Ad in EG NEWS.

Mar. 22 Deadline for applications, 5:00 P.M.

Mar. 25 Individual review of applications, group review of applications, finalist determined.

Apr. 13 Interview finalists

April 22 Scholarship recipient chosen

April 29 Letters sent to winner and other finalists
Chair

May Committee meets to evaluate the year. Report to ASC on scholarship project including recipient, number of applications, etc.

June Send request for disbursement to University Foundation and official acceptance form to recipient
Chair

August Invite recipient to ASC Fall reception
Chair

** TOTAL PAGE .003 **
MEMORANDUM

TO: Joan Morgan
FROM: Carl E. Peschel
DATE: March 17, 1997
SUBJ: Administrative Staff Sch ADM1-42

As an aid in determining the amount available for this scholarship for 1997-98, the following is a recap of activity for the period 7/1/95 to 6/30/96 and estimates for 1996-97.

<table>
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<th>Description</th>
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<tbody>
<tr>
<td>Balance 7/1/95</td>
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</tr>
<tr>
<td>Awards 1995-96</td>
<td>-$1450.00</td>
</tr>
<tr>
<td>Investment Income</td>
<td>$1625.84</td>
</tr>
<tr>
<td>Balance 6/30/96</td>
<td>$2014.05</td>
</tr>
<tr>
<td>Awards 1996-97</td>
<td>-$1500.00</td>
</tr>
<tr>
<td>Investment Income 1996-97 Est.</td>
<td>$1600.00</td>
</tr>
<tr>
<td>Balance 6/30/97 Estimated</td>
<td>$2114.05</td>
</tr>
</tbody>
</table>

It is my recommendation that the awards for 1997-98 be $1500.00.

Should there be any questions, please advise.

jh
pc: Financial Aid