



THE 2011-2012 DANIELS SCHOLARSHIP

REFERRAL AGENCY GUIDE

Welcome to the Daniels Scholarship Referral Agency network! You are the critical link to finding promising young students for the Daniels Scholarship. Partnering with high schools and youth-serving organizations enables the Daniels Fund to reach students across Colorado, New Mexico, Utah, and Wyoming. The Daniels Fund believes Referral Agencies are ideally positioned to identify students who exemplify the traits of a Daniels Scholar. Inside this brochure you will find facts on the scholarship, who can apply, details on your role in nominating students, and how the selection process works. If you have any questions along the way, please contact us.

Important Daniels Scholarship Facts

- Daniels Scholarships may be used at any two- or four-year, not-for-profit accredited college or university in the United States. Students must intend to complete a bachelor's degree.
- Daniels Scholarships are not full-ride. Instead they cover the unmet need of the student. The scholarship amount is determined after all other financial aid sources and an Expected Family Contribution (EFC) have been applied. Amounts are different for each student and can change from year to year.

Example Scholarship Scenario

Cost of Attendance	\$25,000
Expected Family Contribution (EFC)	\$4,000
Other Scholarships and Financial Aid	\$10,000
Daniels Scholarship	\$11,000

- Scholarships cover all or part of a student's required college expenses (i.e., tuition and fees, room and board, books and supplies, and miscellaneous educational expenses).
- Daniels Scholarships are annually renewable up to a maximum of four academic years (8 semesters or 12 quarters) if the recipient: 1) is making satisfactory academic progress as verified by college transcripts, and 2) complies with the terms and conditions of the scholarship.
- Daniels Scholars are required to hold jobs during the school year to continue receiving their scholarships. The minimum work requirement is 125 hours during the first year and 250 hours during all other years.
- The Daniels Fund strongly encourages students to apply to college by the end of December 2011. Please note that the Daniels Scholarship can only be used at one of the schools listed in the student's Daniels Scholarship application. In other words, students may not apply to a new school once they are awarded a Daniels Scholarship.

Who Can Apply?

Eligibility Criteria

To be eligible to apply for a Daniels Scholarship, students must satisfy all of the following:

- Be nominated by a designated Referral Agency (see www.danielsfund.org for a list).
- Be a current high school student expecting to graduate during the 2011-2012 academic school year from any high school in Colorado, New Mexico, Utah, or Wyoming.
- Be a current resident of Colorado, New Mexico, Utah, or Wyoming.
- At the time of application, be a U.S. citizen, a permanent resident of the U.S., or have refugee or asylum status in the U.S.
- Demonstrate financial need (see “What is Financial Need?”).
- Take the ACT by October 22, 2011 and achieve an exam composite score of 17 or higher, or take the SAT by October 1, 2011 and achieve a combined math and critical reading score of 830 or higher.

What is Financial Need?

The Daniels Scholarship is a supplemental scholarship. As such, the Daniels Fund works in partnership with Daniels Scholars, their families, higher education institutions, and federal and state financial aid resources to help financially support students to achieve a four-year college degree.

One of the primary eligibility criteria for the Daniels Scholarship is financial need. The Daniels Fund determines financial need by evaluating a number of factors, including the applicant family’s income, assets and family size. However, the most important factor used to determine an applicant’s financial need is his or her family’s ability to pay toward the costs of college. This ability, often referred to as the Estimated Family Contribution (EFC), is calculated and determined for the Daniels Fund by the College Board, a not-for-profit membership association whose mission is to connect students to college success and opportunity.

Determining Financial Eligibility

In general, a family of four, with one child in college, and a family income of up to \$50,000 has a reasonable chance to be financially eligible for the Daniels Scholarship. Conversely, a family earning more than \$75,000 is probably not financially eligible. While these are general rules, the Daniels Fund evaluates all applicants on an individual basis.

The Daniels Fund uses a College Board tool to determine an applicant’s financial eligibility for the Daniels Scholarship. In general, a family with an Expected Family Contribution (EFC) between \$0 and \$5,500 is likely to be financially eligible for the Daniels Scholarship. However, the Daniels Fund reserves the right to examine a number of factors in making the final determination of an applicant’s financial eligibility. The Daniels Scholarship Program reviews its threshold for financial eligibility on an annual basis.

The College Board offers a calculator to assist families in estimating their EFC. Before beginning their application, we encourage applicants to use the calculator to determine if they are likely to be financially eligible for the Daniels Scholarship. A link to the College Board calculator, as well as important tips for using it, are included below.

http://apps.collegeboard.com/fincalc/efc_welcome.jsp

Tips for using the College Board EFC Calculator:

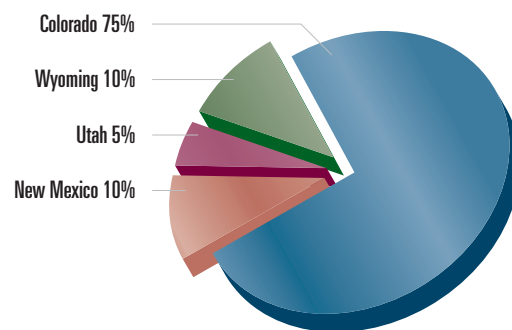
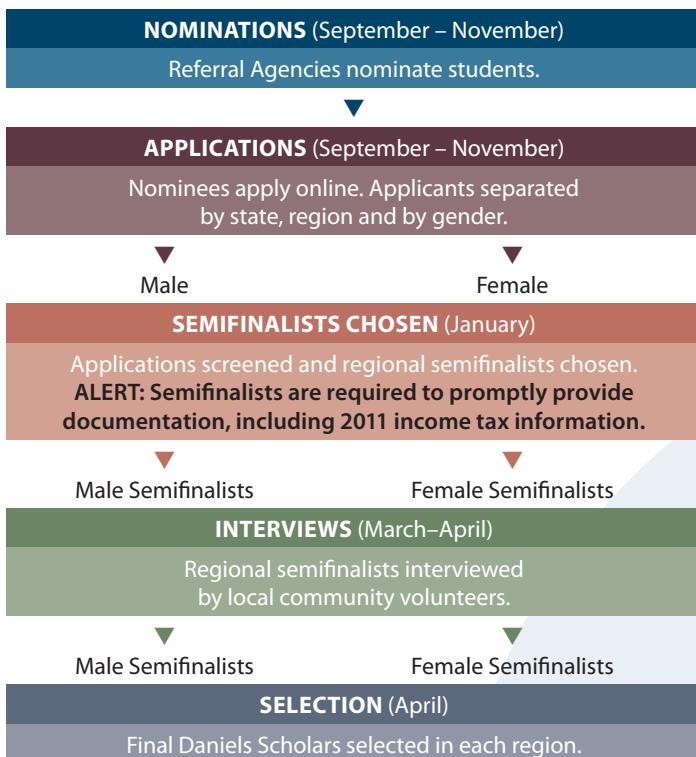
- Have previous year tax returns available for parents and applicant (if applicable)
- Website navigation tools are at the bottom of each page
- When students come to the step prompting them to “Pick a Formula” select Institutional Methodology formula (IM)
- Completing the EFC Calculator should take approximately 15 minutes.
- Students should keep this information for their personal records — this is not something Daniels Fund will request from them.

Should applicants need further guidance regarding financial eligibility for the Daniels Scholarship Program, please contact the Daniels Fund.

How are Daniels Scholars Selected?

Regional Selection

Daniels Scholarships are awarded according to percentages established by Bill Daniels in four states which are divided into 19 regions. Nomination, application, and selection processes are conducted regionally. Students compete for scholarships with other students by gender within their own region. The following illustrates the selection process for each region:



Selection Criteria

When selecting students for the Daniels Scholarship, eligible applicants are evaluated based on the following:

- **Strength of Character** – Is the student honest, principled, trustworthy, resilient, and respectful?
- **Leadership Potential and Emotional Maturity**– Is the student self-motivated, responsible, disciplined, and persistent? Does he or she show a desire to succeed?
- **Potential to Contribute to One’s Community** – Is the student compassionate, socially aware, empathetic, and unselfish? Does he or she have a history of giving back?
- **Well-Rounded Personality** – Does the student show a sense of purpose and a zest for life? Is the student passionate, curious, and open-minded?
- **Academic Performance/Promise** – Is the student resourceful and does he or she demonstrate intellectual curiosity? Does the student show academic success and is he or she prepared for college-level courses?

What is the Role of a Referral Agency?

Referral Agencies are high schools and youth serving organizations in Colorado, New Mexico, Utah, and Wyoming that have been selected to nominate students to be considered for Daniels Scholarships each year. Students who wish to compete for a Daniels Scholarship must be nominated by a participating Referral Agency.

4 Steps to Nominating Students

1. Identify Nominees Who Fit Eligibility and Selection Criteria

- Each Referral Agency is given an unlimited number of nominations. A student can receive a nomination from only one agency.
- Review the eligibility criteria and the selection criteria to identify students to nominate.
- A student cannot be nominated by a Referral Agency where someone related to them is employed. They

can, however, be nominated by a different Referral Agency. If the Daniels Fund becomes aware of a situation where this policy prevents a student from being nominated, we will evaluate the situation to determine if an exception is warranted. This occurs most often in rural areas where there are limited Referral Agencies to nominate students.

- Scholarship candidates in each region will compete with each other by gender (males compete against males and females against females); therefore, Referral Agencies should nominate an equal number of males

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and females. Agencies serving single sex populations should nominate students according to their program's participants.

2. Direct Nominees to the Online Application

- Fill out nomination cards and disseminate to each nominated student. Cards are provided by the Daniels Fund and contain details on how to access the online application. You will be required to fill in your name, e-mail address, and Referral Agency on each card so the students can use this information to complete their online application.
- Students will need a personal e-mail address to complete the application.
- Nominated students may submit their online applications at any time, but no later than **Wednesday, November 30, 2011, 4:00 p.m., Mountain Standard Time.**

3. Complete Online Nomination

- An online nomination must be completed for each nominee.
- Once a student begins the online application process, an e-mail will be sent to you with a website link to complete your online nomination. This same link will allow you to monitor your nominee's application progress. As deadlines approach, we ask that you encourage your nominee to complete their online application.
- Nominations should be completed by an appointed Referral Agency representative who has worked with the nominated student and can provide candid, detailed responses based on the scholarship eligibility and selection criteria.

- Online nominations may be submitted at any time, but no later than **Friday, December 2, 2011, 4:00 p.m., Mountain Standard Time.**

4. Monitor Application Progress of Your Nominees

- As you monitor your nominees' progress, please ensure completed applications include a nomination, two additional recommendations, and all sections completed in the online application.
- In addition to the online nomination, students are required to obtain two recommendations from someone who knows them well, such as a teacher, employer, religious leader or coach. The online application will prompt students to provide the name and e-mail address of their recommenders. That person will receive an e-mail with a link to a recommendation that they will be asked to complete online. Applications are not complete until the nomination and recommendations have been submitted.
- Nominees who become semifinalists will be notified in January. Semifinalists will be required to provide additional documentation, and we ask that you assist in this process if necessary. Documentation includes transcripts, ACT/SAT exam results, **2011** income tax information (including W-2 forms, IRS tax forms, etc.), and a copy of the students' U.S. birth certificate, passport, or other certified documentation showing they are a permanent resident, or have refugee or asylum status in the U.S.

For More Information

Additional information about the Daniels Scholarship is available at www.danielsfund.org.

If you have questions about the Daniels Scholarship Program or need help with the nomination process, please contact your Daniels Fund scholarship relations officer at:

E-mail: scholarselection@danielsfund.org

Phone: 303-393-7220 (main) or
1-877-441-3139 (toll free)

Scholarship Relations Officers:

- Mundy Allen-Burciaga – NM Statewide
- Mary Haynes – Metro Denver
- Monica Huggins – WY Statewide
- Stephanie Sabga – North Central CO, Northeast CO
- Dustin Leffingwell – UT Statewide
- Laura Steffen- Northwestern CO
- Camila Lara – Central CO, Southern CO

STUDENT APPLICATION DEADLINE:
Wednesday, November 30, 2011, 4:00 p.m.,
Mountain Standard Time

REFERRAL AGENCY NOMINATION DEADLINE:
Friday, December 2, 2011, 4:00 p.m.,
Mountain Standard Time