

The Lunsford/Behrend Scholarship Fund 2009-2010 Selection Process and Forms

The Lunsford/Behrend Band Scholarship Fund Selection Committee coordinator or his/her appointee(s) will accept completed applications submitted by senior band students from Robinson Secondary School (RSS) by May 3, 2010. Applications are to be submitted to the current RSS band director. Completed verification/reference forms from the current RSS band director(s) will be a required part of the application process.

Based on a predetermined assignment of points, information provided on each application form will be scored and tallied by the Selection Committee.

When possible, all Selection Committee members will receive hard copies of the completed application forms from the committee coordinator approximately one to three weeks prior to the annual Selection Committee meeting. Committee members are to review and score the essay component of the application separately prior to the Selection Committee meeting.

At the Selection Committee meeting, each committee member will be asked to identify, in writing, criteria and weighting of criteria used to rank the essays of all student applications reviewed, e.g. 1(highest)-10 (lowest) in order to help ensure intra-rater reliability of scores and ranking. There will be no requirement for establishing inter-rater reliability of individual committee member scoring methods. If necessary, a special meeting of the Lunsford/Behrend Scholarship Fund Selection Committee will be held to provide an opportunity for the various committee members to discuss/compare/contrast their ranking approaches in order to reach majority consensus on the student(s) ultimately selected to receive the annual scholarship award.

Once the selection process has been completed, documentation of the meeting minutes will be archived along with the original hard copies of the various application forms, criteria lists and essay rankings in the Lunsford/Behrend Scholarship Fund files. This archive will be maintained indefinitely and will be housed in a location accessible to the secretary and committee coordinator or designee of the Lunsford/Behrend Scholarship Fund.

Written notification of the student recipient selected for the annual Lunsford/Behrend Scholarship award will be made only to the RSS band director as soon as possible following the Selection Committee meeting in order to meet preparation deadlines for the annual RSS music department awards banquet agenda. Other than notification to the band director, the scholarship recipient's identity will be kept confidential until it is announced at the annual RSS music department award dinner.

Presentation of the Lunsford/Behrend Scholarship Fund award notice and plaque will be made by representatives from the Lunsford/Behrend Scholarship Fund Board of Directors or their designee(s) at the annual Robinson Secondary School music department award dinner. Congratulation notices/photos will be posted at Robinson, submitted to the local newspapers, and posted on relevant websites. The actual check for the scholarship monies may be presented either at the banquet or at a different date/time/location to be determined.