

## Scholarship Committee

Rita Nelson, Chairperson

### Section A – Policy Intonation

The Scholarship Committee is responsible for securing and overseeing the distribution of science fair scholarships (monetary, partial-tuition, full-tuition, or one-time grants) to deserving CPS high school graduating seniors who have met the established criteria for selection.

Any CPS senior who has participated in at least one Chicago Public Schools Student Science Fair (CPS SSF) with a project, symposium paper or essay at the Area level or above; who is graduating from a Chicago public high school; and who plans to major in science, mathematics, or computer science in college is eligible to apply for a science fair scholarship.

The Scholarship Committee, comprising Science Fair representatives, business and educational contributors selects scholarship recipients on the basis of participation in the Science Fair, scholastic achievement, future goals, financial need, and personal interviews.

Interested seniors may obtain a scholarship application from their high school science fair coordinator, their counselor, or science department chairperson. Applications are printed in the annual Science Fair Handbook, are available online and can be downloaded from the CPS website <http://www.cpsscifair.org/Main/scholarship1.html>. Applicants should be aware of the deadline for submitting their applications. Late and incomplete applications will not be considered. Faxed applications will not be accepted.

A completed application includes:

1. The four-page application form with requested signatures affixed (applicant, parent/guardian, counselor, and principal)
2. A recent photograph of the applicant
3. A consent form signed by a parent/guardian
4. Two (2) letters of recommendation from science or mathematics teachers that include specific comments about the applicant's individual achievements and unique abilities in the areas of science and/or mathematics
5. An official transcript with accompanying data that must:
  - a. Differentiate among regular, honors, and advanced placement courses
  - b. Include first semester 12th grade classes and grades
  - c. Designate actual or approximate class rank
  - d. Show 11th grade standardized test scores and all college entrance test scores (a minimum of one test score must be attached; for example ACT or SAT).
6. A simple and concise personal essay (autobiographical sketch) which provides general information about the applicant. The purpose of the essay is to give an indication of the applicant's scholarship, personal background, character and integrity, leadership ability, and general interest. The following guidelines should be observed when writing the essay:
  - a. The personal essay should be between 200 and 400 words in length
  - . Lined or unlined 8.5" x 11" paper should be used. Handwritten essays must be legible. Typed or word processed essays are preferred.

- c. Each page should be numbered and the applicant’s last name should appear in the top left margin of each page.

Approximately 25 candidates will be selected and invited to an interview in April with the Scholarship Committee in the final step of screening. A notification letter is sent to recipients of scholarships indicating the decision of the committee. Decisions of the committee are final. A formal presentation of scholarships takes place in May at an awards dinner to honor the recipients, their parents, and teachers.

The number of monetary scholarships and grants depends upon the generosity of corporations and philanthropic organizations that contribute to Chicago Public Schools Student Science Fair Inc. The availability of any particular scholarship is subject to change without notice.

Below is a listing of the kinds of scholarships awarded (since May 2007):

Corporate Sponsors Corporations	Individual Contributors and SSF Group Sponsors	College or University Scholarships
<ul style="list-style-type: none"> <li>• \$3,000 Motorola Foundation</li> <li>• \$00 ComEd/Exelon</li> <li>• \$@000 BP</li> <li>• \$1,100 Blum-Kovler Foundation</li> <li>• \$1,500 Showboard, Inc.</li> <li>• \$5,000 CDW Computers</li> <li>• \$2,000 Sargent and Lundy</li> <li>• \$2,000 Blue Cross/Blue Shield</li> <li>• \$1,000 Blowitz-Ridgeway</li> </ul>	<ul style="list-style-type: none"> <li>• \$1,000 Tom Maloney Memorial*</li> <li>• \$5,000 Harold Kiehm Memorial</li> <li>• \$1,000 Barbara McCormick Memorial</li> <li>• \$1,500 Geri Blakley Memorial*</li> <li>• \$1,000 Kenneth Zdunek and Mary Meinhardt</li> <li>• \$2,000 Melanie Wojutlewicz</li> <li>• \$1,500 CPS Combined Charities</li> <li>• \$1,000 Ray Readus Memorial*</li> <li>• \$5,000 Mary Nalbandian</li> <li>• \$1,500 Donald A. &amp; Helen T. Edwards</li> </ul>	<ul style="list-style-type: none"> <li>• \$5,000 Illinois Institute of Technology</li> <li>• Half-tuition Waiver Northeastern IL University</li> <li>• Full-tuition Waiver University of Illinois at Chicago</li> <li>• \$2,000 ition Waiver University of Chicago</li> <li>• \$2,000 Loyola University</li> </ul> <p>AVdilable — but not awarded:</p> <ul style="list-style-type: none"> <li>• Full-tuition Waiver Chicago State University</li> <li>• \$2,500 Tuition Waiver DePaul University</li> </ul>

\* Various CPS SSF, Inc. committee chairpersons and committee members contribute to these memorial scholarships on an annual basis.

Students applying for one of the university scholarships must submit an application to the admissions office of that university by its posted due date and the applicant must meet the entrance criteria established by the university. A student can only be considered for one of the university scholarships if he/she has been accepted for admission into the university.

Section B – Procedural Timeline

Month(s)	Duties and Procedures
July	<p style="text-align: center;">scholarship information that is to be printed in the form.</p> <p>Notify the publications chairperson of any changes for the scholarship <b>application</b> and the list of available scholarships.</p> <p>Provide updated scholarship information to the Credentials and Communications Chairperson for use in the current Science Fair Information PowerPoint. This PowerPoint is presented at all area and Science Fair Central workshops.</p>
August	<p><u>Check with the treasurer to determine how request for funds are coming in from the current year scholarship winners.</u></p> <p>Confirm with treasurer the amount of funds that need to be transferred from the CPS SSF Operating Account to the Scholarship Account to cover scholarships in honor of the corporate sponsors (A cash scholarship is given on behalf of Motorola, ComEd, and BP) and scholarships awarded from CPS SSF, Inc.</p>
September	<p>Check with the treasurer to make sure that all current year scholarship recipients have made contact with her regarding the issuing of their scholarship.</p> <p>Work with a designated parson to begin securing university scholarships for the next annual science fair year.</p> <p>Prepare scholarship solicitation information to be used in the annual fund solicitation package that is mailed to past contributors.</p>
October	<p>Send a solicitation package to each corporation and individual who made a contribution in the previous year and over the past three years.</p>
November	<p>Check addresses and make phone calls to determine the correct mailing address for any undelivered – or returned solicitation packages.</p> <p>Attempt to identify new sources of corporate scholarship sponsors and</p> <p>Send scholarship solicitation packages to my new possible contributors.</p>

Section B — Procedural Timeline — Cont'd

Month	Duties and Procedures
December	<p>Respond to request from the Combined Charities Campaign to list CPS SSF in their annual publication.</p> <p>Send Combined Charities ways that a contribution to the CPS SSF Scholarship Fund can be used to help a college-bound student.</p> <p>Order an inexpensive Science Fair memento to be distributed at the Combined Charities Kick-off meeting. This keepsake should be given only to people who make a contribution or a pledge.</p> <p>Check with Henry Rosenbaum about receiving a confirmation from the following universities that have given scholarships in the past and begin to compile a list of available university scholarships.</p> <p>Select a location to hold the oral interviews.</p>
January	<p>Distribute scholarship applications and information to all high school senior counselors, science department chairpersons, and committee chairs. Distribute a scholarship application to the ComEd Science Club teacher-sponsors.</p> <p>Ask high school Area science fair chairpersons to announce the CPS SSF scholarship program to all seniors participating in the Area fair and remind them of the due date.</p> <p>Secure, confirm, and make a deposit for reserving a location for the annual Scholarship Awards Dinner. For the past <sup>few</sup> years, the dinner has been held at Marcello's Restaurant, 645 W. North Ave. Check with the catering department.</p>
February	<p>Mail a scholarship application with a cover letter to all science fair participants who were juniors in the previous year Citywide Science Fair. (Obtain this list from the Data Entry Chairperson or the Computer Programs Chairperson.)</p> <p>Mail a scholarship application to all current year Citywide Science Fair participants who are seniors. Remind them of the due date and the required documents that must accompany the application. Point out that only complete <b>applications will</b> be considered.</p>


Section B — **Procedural Timeline** — Cont'd

Month	Duties and Procedures
<p>March</p>	<p>Confirm the location for the oral interviews. Make arrangements for a continental breakfast and sandwich lunch for the scholarship committee members.</p> <p>Send a letter inviting the members of the Scholarship committee to participate in the oral interviews. It is also good to invite corporate sponsors or sponsors of individual scholarships to participate. breach person to RSVP.</p> <p>Send an invitation to the Photography Chairperson requesting that he/she be present to take a picture of each student interviewed. These pictures are printed in the <i>Scholarship Reception Program Book</i>.</p> <p>Remind seniors who are participating in the City Science Fair that they major in science, this announcement if they are planning to in college. Make on Sunday at the fair.</p> <p>Distribute a copy of the CPS SSF each senior participating in the fair.</p>
<p>April</p>	<p>Applications are generally due the first week of April Completed applications and all required documents are to be mailed to :</p> <p>Rita Nelson Scholarship Chairperson CPS Student Science Fair P.O. Box 803945 Chicago, IL 60680-3945</p> <p>Every two to three days, check the Science Fair P.O. Box for submitted applications and for any returned scholarship solicitations.</p> <p>Begin to construct an Excel file of information about each application received. Include, applicant's name, CPS high school, intended major, colleges/universities that the applicant has applied for admission, class rank, GPA, ACT/SAT scores, and earned Science Fair participation points. Rank the list by SSF participation points.</p> <p>Past Participation files are located on the <a href="http://cpascifair.org">http://cpascifair.org</a> website. For 2015-2019 they are: <a href="http://cpsscifair.org/2019Participants.xls">http://cpsscifair.org/2019Participants.xls</a> <a href="http://cpsscifair.org/2018Participants.xls">http://cpsscifair.org/2018Participants.xls</a> <a href="http://cpsscifair.org/2017Participants.xlsx">http://cpsscifair.org/2017Participants.xlsx</a> <a href="http://cpsscifair.org/2016Participants.xlsx">http://cpsscifair.org/2016Participants.xlsx</a> <a href="http://cpsscifair.org/2015Participants.xlsx">http://cpsscifair.org/2015Participants.xlsx</a></p>

Section B — Proceduml Timeline — Cont'd

Month	Duties and Procedures
April — Cont'd	<p>After due date, finalize the list of applicants — eliminate any incomplete applications; or applications for students who are not majoring in science, mathematics, or computer science.</p> <p>Send an email to all applicants who have an email address or a letter to any applicant who does not have an email address informing them that their application has been received and one of the following actions will be taken:</p> <ul style="list-style-type: none"> <li>the application will be considered for a scholarship the application is incomplete and will not be considered for a scholarship</li> <li>the application has been denied because the applicant is not majoring in science, mathematics, or computer science.</li> </ul> <p>Send the completed list of applicants to other members of the scholarship committee to determine which applicants to grant an interview. Ask for a response within a five-day period.</p> <p>Send a letter to each scholarship applicant selected for an interview. Include a “Save the date notice.” This notice informs the applicants of the date for the Scholarship Award Dinner.</p> <p>Prepare a formal invitation for the Scholarship Award Dinner. Mail an invitation to major scholarship contributors and university scholarship contacts; <i>members</i> of the SSF Board of Directors, the Operating <b>Committee Chairs</b>, and the high school Area science fair chairpersons.</p> <p>Send a follow-up e-mail or make a phone call to confirm each member of the interview panel. Make sure each person also receives an invitation to the Scholarship Award Dinner.</p> <p>Documents needed for the scholarship interview session:</p> <ol style="list-style-type: none"> <li>1. A list of the students that are expected to come for an interview and a list of the members of the interview panel.</li> <li>2. A copy of the documents for each student interviewed for each interviewer</li> <li>3. A list of the scholarship applicants that will be interviewed in rank order by Science Fair participation points.</li> <li>4. A list of questions to ask the applicants — each member of the interview panel with ask one or two questions.</li> <li>5. A list of the available scholarships.</li> </ol>

Section B — Procedural Timeline – Cont’d

Month	Duties and Procedures
April — Cont’d	<p>Be sure to confirm which college/university each student has decided to attend.</p> <p>After the interviews, discuss with the scholarship committee members which scholarship to award to each student. Prepare a list with each student and scholarship awarded. Have all committee members sign the sheet as confirmation of scholarships awarded.</p> <p>Mail a formal invitation to students selected to receive  an invitation. Send an email or letter to students who were not selected to receive a scholarship.</p> <p>Prepare information for the Scholarship Awards Dinner Program Book: A list of scholarship award winners, their school, college/university they will attend; the scholarship awarded and the amount; update the map indicating the number of scholarships that each CPS high school has received; the total amount of scholarship funds that have been awarded since the scholarship program began.</p> <p>Make arrangements for the graphic artist to create the Scholarship Reception Program Book following the established theme for the year. Also make arrangements for printing of the program book.</p>
May	<p>Finalize arrangements for the Scholarship Awards Dinner — select food for the event — appetizers, main course, beverages, and desserts.</p> <p>Prepare scholarship certificates for each recipient - make sure there is a sufficient number of scholarship pins and certificate covers.</p> <p>Send Henry Rosenbaum a list of the students selected to receive a university tuition waiver scholarship so that he can notify the college or university and so that he can prepare a scholarship acceptance letter for each student.</p> <p>Send Luba Johnson, the treasurer, a list of students who will receive monetary scholarship awards from SSF so that she can prepare an acceptance letter and so that she has a list for her records.</p>
June	<p>Prepare a press releasing announcing the scholarship winners and have the list posted on the Science Fair website. Also send a notice to each principal, AIO, and high school Area science fair chairperson.</p> <p>Send a letter to each scholarship recipient instructing them to send a <u>“Thanks You Letter” to the sponsor of their scholarship.</u></p>

Section C — Resources and References

1. Scholarship Committee Members:

Name	Address	Phone
Rita Nelson, Chair	1443 E. 54 <sup>th</sup> St., Chicago, IL 60615	773-955-6485
Roy Coleman	5436B S. Kimbark, Chicago, IL 60615	773-493-2517
Ethelene Hare	501 E. 32 <sup>nd</sup> St. Apt# 2103, Chicago, IL	312-842-6223
Mary Nalbandian	994 Park Terrace, Chicago, IL 60605	312-663-1384
Henry Rosenbaum	9231 N. Karlov, Skokie, IL 60076	847-679-6968
Melanie Wojtulewicz	6500 S. Komensky, Chicago, IL 60629	773-284-6614

0. University Contacts:

Name	University	Address
Ms. Stacie Williams Honors College	University of Illinois at Chicago	828 S. Halsted Chicago, IL 60607
Ms. Tammy Scheuermann Admissions	DePaul University	1 East Jackson Blvd Suite 9100 Chicago, IL 60604
Mr. Edward R. Moore Scholarship Director	Loyola University Chicago	6525 N. Sheridan Road Chicago, IL 60626
Ms. Alicia Reyes Office of College Aid	University of Chicago	1116 East 59 <sup>th</sup> St. Chicago, IL 60637
Dr. Kathleen Kardaras University Honors Program	Northeastern Illinois University	5500 N. St. Louis Ave. Chicago, IL 60625
Dr. Michael Mimnaugh Dept. Chemistry & Physics	Chicago State University	9500 S. King Dr. Chicago, IL 60628

2. Sample Documents Attached:

- A. Letter to scholarship interviewers
- B. Letter to scholarship applicants
- C. Invitation to the scholarship awards reception
- D. Save the date announcement
- E. Scholarship interview questions
- F. Program book files: acknowledgement
- G. Scholarship Reception Program





Chicago Public Schools Student Science Fair, Inc.

April 17, 2007

Tia Chowanski-Doty  
Past Chairperson  
P.O. Box 942  
Oswego, IL 60543

Dear Tia:

Please accept my invitation to serve on the interview panel for the 57<sup>th</sup> Annual Chicago Public Schools Student Science Fair Scholarship Awards.

Interviews will be held on Tuesday, **May 1, 2007**, at the Chicago Public Schools Central Office, 125 S. Clark, Conference Room 935 on the 9th Floor (In the Office of Early Childhood). Please plan to arrive by 7:30 a.m. A Continental breakfast will be available. Interviews are scheduled every 15 minutes beginning at 8:15 a.m. and ending at 5:00 p.m. We will break for lunch from noon to 1:00 p.m. Lunch will be provided.

Approximately 25 students applying for scholarships will be invited to have an interview. This is the final step in the scholarship selection process and your input is valuable.

Please RSVP by Wednesday, April 25, 2007 to 773/534-5885 or [cadignam@cps.k12.il.us](mailto:cadignam@cps.k12.il.us).  
Thank you for your support and participation in our scholarship program.

Sincerely,

Rita S. Nelson  
Scholarship Chairperson



April 23, 2007

«First\_Name» «Last Name»  
«Home Address»  
Chicago, IL «Zip Code»

Dear «First Name»:

Congratulations on your science fair participation and high school achievements! Based on your application for a Science Fair Scholarship, you have met specific requirements and qualify for an oral interview. The interview is an important final step in the scholarship selection process.

Interviews will be held:  
Tuesday, **May 1, 2007**  
**Chicago Public Schools Central Office**  
Conference Room 935L — 9<sup>th</sup> Floor  
1st floor of Earhart Building  
125 S. Clark St.  
Chicago IL 60603

*Your interview is scheduled for «Appt Time».*

Please report promptly at your scheduled time. It is advisable to arrive ten minutes early. You can obtain public transportation information online at [www.rtachicago.com](http://www.rtachicago.com) or travel directions by going to [www.mapquest.com](http://www.mapquest.com).

This is a Chicago Public Schools function and you should be released from school without attendance penalty to attend the scholarship interview. Show this letter to your division teacher as verification.

RSVP by sending an email message to [nelson@cps.k12.il.us](mailto:nelson@cps.k12.il.us) or by calling 773/553-6318 to confirm that you will attend the oral interview. Please do **this by Monday, April 30, 2007.**

If you have any questions, please call or send an email message.

Sincerely,

Rita S. Nelson.  
Scholarship Chairperson



You are cordially invited to attend the

*Student Science Carr, Inc.*  
*Scholarship Reception*

Tuesday, May 22, 2007  
4:30 -6:30 p.m.

**Marnellos Reataurant**

645 West North Avenue  
Chicago, Illinois 60610

*The Courtyards and Patio*

Please RSVP to Rita Nelson  
By Friday, May 18, 2007  
Phone: 773-553-6318 (office)  
[Email: melson@cps.k12.il.us](mailto:melson@cps.k12.il.us)

Complimentary Parking

Please Save This Date!

# The Scholarship Awards Reception

Will be held on

Tuesday, May 22, 2007

At

Marcello's Restaurant  
645 W. North Ave.

You will be notified if you are receiving a Science Fair Scholarship. Each scholarship recipient will be able to invite three guests two parents/guardians (adults only) and a teacher or principal.

Complimentary parking is available in Marcello's parking lot.

# CPS Student Science Fair, Inc.

## 2007 Scholarship interview Questions

General Directions: It is very important that we stay on schedule. Please help keep us on target. The interview for each student should last 15 minutes or less. You will be asked to select one of the questions below to ask each interviewee. Feel free to modify the wording of the question —just keep the focus. At the beginning of each interview, we will introduce ourselves then proceed with the questions.

1. \_\_\_\_\_ Which college/university have you decided to attend? What will be your major? Your future career goals?
  
2. Have you been given any financial aid from \_\_\_\_\_ college/university? Describe your financial need.
  
3. Give us a brief overview of your K-12 science fair participation and how you become interested in your most \_\_\_\_\_ recent science fair project.
  
4. \_\_\_\_\_ Share with us what you have done to earn *Service Learning Hours*?
  
5. Tell us about some of your leisure time activities, hobbies, or special interest.
  
6. Which science and math courses were the most challenging and interesting?
  
7. Describe how you use computers? Do you own a computer - laptop, desktop?
  
8. Science Fair has a limited amount of scholarships to award, tell us why we should give you a scholarship?

## Program Book Files:

## Acknowledgements

The Chicago Public Schools Student Science Fair, Inc., expresses sincere appreciation to the following individuals and organizations for supporting the 2007 Scholarship program:

Contributors to the Geri Blakley Memorial Scholarship Fund;  
contributors to the Barbara McCormick Memorial Scholarship Fund;  
BlowiD-Ridgeway Foundation; Blue Cross and Blue Shield of Illinois; BlurmKovler Foundation; BP America Inc.; CDW Computers; Roy Coleman and Dianna Uchida; ComEd, An Exelon Company; contributors to the SSF Combined Charities Scholarship Fund; contributors to the R. Galluzzi Award; contributors to the Harold Kiehm Memorial Scholarship Fund; DePaul University; Donald A and Helen T. Edwards; Illinois Institute of Technology; Kenneth Zdunek and Mary Memhardt; Loyola University; Martin Gartzman, Motorola Foundation; Northeastern Illinois University; contributors to the; Mary Nalbandian; Sargent and Lundy; Showboard, Inc.; the University of Chicago; the University of Illinois at Chicago, and Melanie Wajtlewicz.

We also acknowledge the support of the Chicago Public Schools Office of Mathematics and Science, Office of High School Programs; Office of Instruction and School Management, Department of Instructional Technology, Communications Department of the Chicago Public Schools; the Area Instruction Offices, and especially the Office of the Chief Executive Officer and the Office of the Chief Education Officer.

Scholarship Reception Program

Tuesday, May 22, 2007

4:30 p.m.

Marcello's Restaurant

Courtyard and Patio

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**Introductions**

Rita S. Nelson  
*Scholarship Chairperson*  
*CPS Student Science Fair, Inc.*  
*Citywide Science Fair Coordinator*

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Greetings

Norma Rodriguez  
*Officer, High School Curriculum & Instruction*  
*Office of High School Programs*  
*Chicago Public Schools*

Michael Lach  
*Director*  
*Office of Mathematics and Science*  
*Chicago Public Schools*

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Welcome Address

Steve Solomon  
*President, Board of Directors*  
*Student Science Fair, Inc.*

Presentation of  
Scholarships

Scholarship Sponsors.  
Steve Solomon  
Rita Nelson  
*Executive Director*  
*CPS Student Science Fair ITIG.*

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Closing Remarks

Hortense Brice  
Chairperson  
CPS Student Science Fair, Inc.