

ProStart

National Restaurant Association
Educational Foundation

TM



@ProStart



/ProStartProgram



/ProStartProgram



/ProStartProgram

[NRAEF.org/ProStart](https://www.nraef.org/ProStart)

ProStart Webinar Series:
Scholarships, What You Need to Know

January 23, 2019
3-4pm EST



Agenda for Today's Webinar

Scholarships: What You Need to Know

Welcome & Introductions	Morgan Golin , Manager, ProStart Programs Matthew Rosales , Scholarship Programs Manager Hannah Ku , Program Coordinator	<i>1 min</i>
Scholarships Program Overview	Matthew Rosales , Scholarship Programs Manager Hannah Ku , Program Coordinator	<i>8 mins</i>
NRAEF Scholarships	Matthew Rosales , Scholarship Programs Manager Hannah Ku , Program Coordinator	<i>25 mins</i>
Scholarship Best Practices	Matthew Rosales , Scholarship Programs Manager	<i>5 mins</i>
Scholarship Communications	Hannah Ku , Program Coordinator	<i>5 mins</i>
Q & A	All Attendees	<i>15 mins</i>
Wrap Up	Morgan Golin , Manager, ProStart Programs	<i>1 min</i>

Today's Webinar Team



Matthew Rosales

Manager, Scholarship Programs



Hannah Ku

Program Coordinator



Morgan Golin

Manager, National ProStart Program

NRAEF Scholarship Programs

Overview

- Who's who
- Program history
- 4 main programs
 - Educator Grants
 - NPSI
 - Undergraduate
 - Professional Development Grants

Program History

- Began in 1987 with creation of NRAEF
- Over \$16 million in last 16 years to over 6,000 students and educators
- \$800,000 in 2018 to 289 students and educators
- Undergraduate scholarships range from \$2,500-\$10,000
- Educator grants are awarded at \$1,700
- NPSI scholarships range from \$2,000 to \$7,000

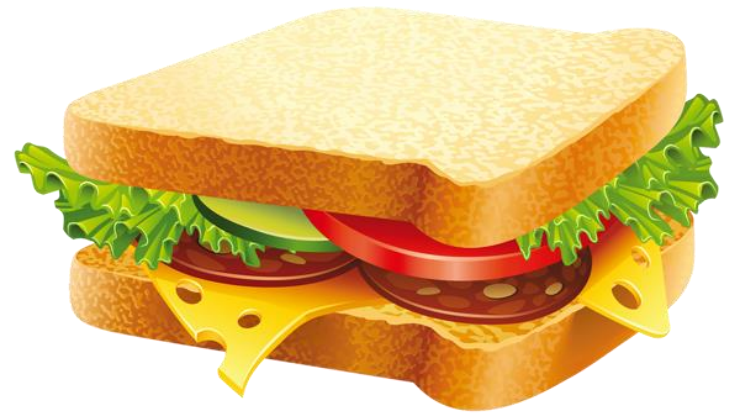
4 Programs

- Educator Grants for Summer Institutes
- National ProStart Invitational (NPSI) Scholarships
- Undergraduate Scholarships
- Professional Development Grants*
 - New program for 2019
 - For individuals working in the industry who are not seeking post-secondary degrees (e.g. bartending licensure, restaurant management certification, ServSafe programs)

Grants and Scholarships: What's the difference?



VS.



- Generally – all hamburgers are sandwiches but not all sandwiches are hamburgers!

Grants and Scholarships: What's the difference?

- Scholarships are non-taxable when specific conditions are met; grants can be considered taxable income
- IRS: “A scholarship is generally an amount paid or allowed to a student at an educational institution for the purpose of study”*
 - Educational Institution defined: “.. Maintains a regular faculty and curriculum and normally has a regularly enrolled body of students in attendance at the place where it carries on its educational activities.”*
- Grants are flexible – can go to an individual or organization and can be used for any purpose

*Source: www.irs.gov/taxtopics/tc421

Grants and Scholarships: What's the difference?

Remember:

All scholarships are grants but not all grants are
scholarships!

Educator Grants

Educator Grants: What are they?

- Grants for foodservice and ProStart educators to attend annual Summer Institutes
- \$1,700 award
 - \$675 towards registration; code will be provided to enter during the registration process
 - \$1,025 grant disbursement

Educator Grants: Who can apply?

- Educators interested in attending NRAEF Summer Institutes Levels 1 through 3
 - ProStart educators receive additional consideration during evaluation
 - Educators attending Spotlight Series (for valid CSFE-holders only) are not covered
 - If you are interested in learning more about the CSFE, please contact SIEvents@restaurant.org

Educator Grants: How to apply?

- Opened on January 1, 2019
- Close on January 31, 2019
- Application link can be found online at www.chooserestaurants.org/scholarships

Educator Grants: How are applicants evaluated?

- All applications are scored against a standard rubric
- 3 tiered review process:
 - First round: points awarded for financial need, ProStart educators; work experience
 - Top X% of applicants move on to next round
 - Second round: essays, merit based qualities
 - Final round: selection
 - Top scorers are assigned awards based on budget and levels

Educator Grants: I was awarded! Now what?

- If selected for a grant award, educators must submit the following online:
 - Photo
 - Thank You Letter (NRAEF template)
 - W-9 (for accounting)
 - Do NOT use school information, must be educator's
- After completing award claiming steps, awardees will be given a unique code to be used at registration
 - Remember: Registration and grant application are separate!
- Educator must complete all required days of their Summer Institute course, NRAEF verifies attendance and remits remaining grant funds directly to educator

2019 Timeline

- January 1: Application open
- January 31: Application close
- February 15: Notifications via email
- February 15 to March 1: Award claiming
- March 1: Registration opens
- June to August: Payment of remaining grant funds

Tips for success:

- Contact scholars@nraef.org with questions
- Register with an email you have access to often and through summer
- Be detailed in answering essays and short answer questions
- Do NOT use school information for W9
- Attend all required days of Summer Institute course

Educator Grants: 2018 Stats

- 61 awardees
- Awarded 1 in 4 2018 Summer Institute attendees
- Represented 23 states and 60 schools across US and DoDEA programs

NPSI Scholarships

NPSI Scholarships: What are they?

- Portable scholarships for winners at the National ProStart Invitational
- 2019 Awards:
 - 1st place = \$7,000 total (\$6,000 and \$1,000)
 - 2nd place = \$5,000 total (\$4,000 and \$1,000)
 - 3rd place = \$3,500 total (\$2,500 and \$1,000)
 - 4th place = \$3,000 total (\$2,000 and \$1,000)
 - 5th place = \$2,500 total (\$1,500 and \$1,000)
- No need to apply but must complete claiming process regardless of class status
 - Scholarship deferral forms are part of claiming process if students are not graduating seniors

NPSI Scholarships: Portable vs. Institutional

- Portable scholarships can be used at any college/university listed with Department of Education (nces.ed.gov/collegenavigator)
- Institutional scholarships can only be used at the institution that granted/promised the scholarship award (eg. ABC University gives \$3,000 scholarship for first place NPSI teams)

NPSI Scholarships: How are they paid?

After winning at NPSI:

1. State coordinator must submit contact information for winners to NRAEF
2. NRAEF sends link to winners to online claiming form
3. Student completes claiming process
4. NRAEF pays scholarship to college/university or defers scholarship for payment

NPSI Scholarships: Claiming Process

As part of the claiming process the winner will need to provide:

- Photo
- Thank You Letter (NRAEF template)
- Completed Scholarship Payment Form

NPSI Scholarships: Scholarship Payment Form

AY2018-2019 NRAEF Scholarship Payment Form

NATIONAL RESTAURANT ASSOCIATION EDUCATIONAL FOUNDATION

This form must be completed for processing of NRAEF Scholarship funds
 Step 1: Student Completes Section A
 Step 2: School/Financial Aid Office Completes Section B
 Step 3: Student Uploads Completed Form via nraef.communityforce.com

Section A (to be completed by the student):

Name: _____

Date of Birth: _____ Student ID Number: _____

Student's Initials: _____ ← By initialing, I authorize my school to provide all information requested.

Section B (to be completed by school representative):

Student's Enrollment Status: Student will be/is currently enrolled full time in AY2018-2019 (mark one) Student will be/is currently enrolled part-time in AY2018-2019

Student's Declared Major: _____

NOTE: Scholarship checks are mailed directly to the school; please provide the appropriate mailing address for scholarship funds to prevent any processing delays:

School Name: _____

School Address: _____

School IPEDS ID: _____ IPEDS ID can be found at <https://nces.ed.gov/collegenavigator/>

Completed by:

Signature and Date: _____

Name of Authorized Representative: _____

Title of Authorized Representative: _____

Contact E-mail and Phone: _____

Form must be returned to student and uploaded through their scholarship portal at nraef.communityforce.com. Incomplete or incorrect forms will be rejected and cause processing delays.

Student
Completes
Section A

School
Completes
Section B

Student
Uploads
Completed
Form

NPSI Scholarships: Deferrals

- **Winners can defer up to one year after graduation**
 - Eg. HS Sophomore in Spring 2019, graduates in Spring 2021, can claim the scholarship through Spring 2022
- **Funds are forfeited after one year of graduation if not claimed and used**
- **Deferrals also available for Military Service**

NPSI Scholarships Timeline

- May 8-10: Competition
- May 13-17: Contact Info Collection
- May 20: Email to Winners
- May 20 – August 15: Claiming and Disbursement
- Deadline to Claim: August 15

Tips for NPSI Winners

- Provide an email address that they have access to after graduation and that they check often
- Complete all required items in the time allotted
- After graduating HS reach out to NRAEF at scholars@nraef.org

Undergraduate Scholarships

Undergraduate Scholarships

- Merit based scholarships for students pursuing restaurant/foodservice/hospitality degrees
- Awards range from \$2,500 to \$10,000
 - Average award is \$2,900; Award mode is \$2,500
 - Currently 3 tiers - \$2,500, \$5,000, and \$10,000
- Funds can be used towards any cost of attendance expense
 - Tuition/fees, Books, Housing, Transportation, Additional Educational Expenses

Undergraduate Scholarships: Who's Eligible?

- US/US territories based undergraduate student
- Restaurant/Foodservice/Hospitality related degree
- Attending an accredited post-secondary institution listed with Department of Education

Undergraduate Scholarships: Applying

- Link to application at www.chooserestaurants.org
- Main sections:
 - General Information
 - Academic Information
 - Additional Information
 - Essays
 - Recommendations – 2 recommendations required
 - Consent and Acknowledgement
- Online system will match applicants to specific funds

Undergraduate Scholarships: Selection

- All applicants are scored against the same scoring rubrics for consistency
- Phase 1 – Verification and Initial Scoring
 - Objective Criteria: GPA, ProStart involvement, Extra-curriculars, Leadership
- Phase 2 – Judging Scoring
 - Volunteer judges: Essays, Recommendations, Application
- Phase 3 – Final Selection
 - Top scorers get matched to specific scholarship funds

I've been selected! Now what?

- After notification students must complete scholarship claiming process:
 - Photo
 - TY Letter (NRAEF Template)
 - Scholarship Payment Form
- Scholarship payments are processed every month
- Scholarships are sent in one lump sum to the school reported on the Scholarship Payment Form

Tips for Applying

- Provide an email address you check constantly
- Budget enough time - don't wait until the last minute
- Give recommenders a heads up and stay in touch with them; switch out recommenders who are unresponsive; keep tabs on number of recommendations received
- Be detailed in essays and proofread!

Undergraduate Scholarships: 2018 Stats

- 184 awardees
- 1 in 4 are first gen college students
- 1 in 3 have a parent who worked in the restaurant industry
- 91% have worked/are working in the restaurant industry
- 70% are women
- Two in five are minority students
- Average GPA is 3.70

Undergraduate Scholarships Timeline

- January 15, 2019: Application Opens
- March 15, 2019: Application Closes
- March-April: Application Review and Judging
- May 15, 2019*: Notifications
- May 15 – August 15, 2019: Claiming and Disbursement
- Deadline to Claim: August 15, 2019

Scholarship Program Best Practices

Administration Best Practices

- **Scholarship payments**
 - Paying to schools not students directly
 - Clear guidelines on scholarship terms and conditions
- **Post-Award documentation**
 - What to collect? Think about the goal for each document
 - When to collect? Some information might fit into application
- **Program management**
 - Buildout program timelines; most apps are between November through February
- **Data hygiene and utilization**
 - Unique identifiers
 - Be consistent
 - Continually reassess what data you're collecting
 - Think about what to measure and why
 - Tailor questions to prevent unhygienic data

POLL

Given what we've discussed today, would you be interested in a webinar covering more in-depth review of scholarship program administration?

Yes

No

NRAEF Scholarship Communications

- **Social media**
 - Application announcements (Open, Reminders, Close Dates)
 - Feature scholarship recipients and alumni stories
- **Yearbook**
 - Recognizes scholarship recipients and educator awardees
- **Direct communication to applicants**
 - Emails via scholars@nraef.org
 - Scholarship notifications are via email
 - Connecting scholarship recipients with opportunities (eg. conferences, donor meetups, networking, etc.)

Q & A and Discussion

Questions Received

- Can we have access to know if someone from our state is awarded a scholarship? We would like to recognize them.
 - Yes. This can be provided to State Coordinators after a certain date. Please reach out to Scholars@nraef.org. If you are an educator and require this information, please let your State Coordinator know.
- What are some best practices for teachers to promote and support so that information gets to parents?
 - Provide information early and often about opportunities and resources available.
 - Empower your students. Ultimately, it's their responsibility to complete and submit information.
- What are the legalities concerning contact/information about minors that we should be aware of?
 - FERPA is the basis for schools and institutions that receive Department of Education funding; check if it applies to your organization
 - BUT... It is beneficial to be aligned if you work closely with such organizations
 - Check specific state and city laws that pertain to your local area as well
 - Always check with your organization's legal counsel before implementing anything
- When will I be notified if I received a scholarship?
 - We send notification emails to everyone who completes an application. This email will inform you if you have been selected for a scholarship or not.
 - For Undergraduate Scholarship applicants, our target notification timeline is mid-May 2019
 - For Educator Grant applications, our target notification timeline is mid-February 2019
 - Please note these dates are our targets and a number of factors can alter this timeline

THANK YOU

Next Webinar:

Wednesday, Feb. 27, 2019

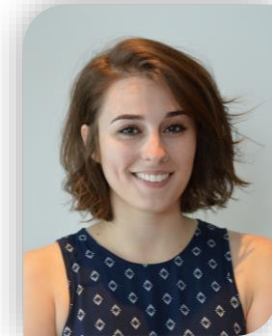
3-4pm EST

“Preparing for Exam Season.”

**Please let us know what you
thought of today’s webinar.**

Take our [quick survey!](#)

**Submit questions or
webinar topic ideas to:**



Morgan Golin,

Manager, ProStart Programs

mgolin@nraef.org

ProStart

National Restaurant Association
Educational Foundation

TM



@ProStart



/ProStartProgram



/ProStartProgram



/ProStartProgram

[NRAEF.org/ProStart](https://www.nraef.org/ProStart)