

## PROGRAM ADMINISTRATION

The Phillips Scholars Program is administered by the Minnesota Private College Fund in partnership with the financial aid offices of 16 private colleges and universities. The program is funded through a generous gift from The Jay and Rose Phillips Family Foundation.

## THE MINNESOTA PRIVATE COLLEGE FUND

Since 1951, the generosity and vision of corporate, foundation and individual donors have made it possible for the Minnesota Private College Fund to perform an essential service for its member colleges and universities. The Fund continues to link businesses and foundations with our members, building healthier communities and a stronger workforce. Our benefactors' gifts make it possible for us to raise and distribute unrestricted general operating and scholarship support to our 17 affiliated schools. At the same time, the Fund increases awareness of the importance of independent higher education to the future of our state and region.

## THE JAY AND ROSE PHILLIPS FAMILY FOUNDATION

Jay Phillips was a peddler's son who came to the United States when he was 2½ years old. As a child he made 50¢ to \$1 a day selling 1¢ papers. He would use part of his earnings to buy bread for the poor he saw on the streets. Jay Phillips went on to become a prominent Minnesota businessman and community leader. Jay and his wife Rose began a tradition of philanthropy that his family and The Jay and Rose Phillips Family Foundation continue.

## THE PHILLIPS SCHOLARS PROGRAM

The Phillips Scholars Program recognizes and rewards private college students who strive to make life better for those with unmet needs. Applicants are challenged to think creatively and become community-service leaders.

Students from 16 eligible private colleges and universities are invited to apply by submitting a proposed service project to benefit Minnesota communities. Each campus selects a finalist to compete for one of SIX \$15,650 Phillips Scholars awards.

## PHILLIPS SCHOLARS PROGRAM CONTACTS

Submit all written materials/forms to:

\*please use clips instead of staples

Minnesota Private College Fund  
Bremer Tower  
445 Minnesota Street, Suite 500  
St. Paul, MN 55101

Fax: 651-228-0379

Direct questions to:

Molly Doran  
Development Officer  
Minnesota Private College Fund

Direct Phone: 651-293-6823

E-mail: [phillipsprogram@mnprivatecolleges.org](mailto:phillipsprogram@mnprivatecolleges.org)

Toll-Free Phone: 888-PRI-FUND

## CAMPUS LIAISONS

Augsburg College	Jenny Yang
Bethany Lutheran College	Thomas Flunker
Carleton College	Kris Parker
College of Saint Benedict	Louise Geyer
College of St. Scholastica	Jay Newcomb & Julie Speikers
Concordia College	Chelle Lyons Hanson & Karen Lee
Concordia University	Cheryl Chatman & Carolyn Chesebrough
Gustavus Adolphus College	Virgil Jones & Doug Minter
Hamline University	Jeremy Cole & Cheryl Dooley
Macalester College	Paul Schadewald
Minneapolis College of Art & Design	Laura Link
Saint John's University	Stuart Perry
Saint Mary's University of MN	Jill Weigel & Vickie Cada
College of St. Catherine	Sia Vang
St. Olaf College	Nate Jacobi & Brian Murphy
University of St. Thomas	Meghan Eliason, Pete Wareham & Susan Brady

## OTHER CAMPUS RESOURCES:

Service Learning & Civic Engagement	Campus Ministry
Diversity & Multi-Cultural Life	Writing Center
Development & Fundraising	

## 2010–2012 PHILLIPS SCHOLARS PROGRAM SELECTION PROCESS GUIDE – TABLE OF CONTENTS

PROGRAM ADMINISTRATION

- THE MINNESOTA PRIVATE COLLEGE FUND
- THE JAY AND ROSE PHILLIPS FAMILY FOUNDATION
- THE PHILLIPS SCHOLARSHIP PROGRAM
- PHILLIPS SCHOLARSHIP PROGRAM CONTACTS
- FINANCIAL AID OFFICERS
- OTHER CAMPUS RESOURCES

APPLICATION AND AWARD PROCESS

- PROGRAM DESCRIPTION
- STUDENT ELIGIBILITY
- APPLICATION MATERIALS
- APPLICATION PROCEDURE
- APPLICATION AND AWARD DEADLINES

COMPETITIVE SELECTION PROCESS

Phase 1: Campus	Phase 2: MPCF
<ul style="list-style-type: none"> <li>DETERMINE DEADLINE FOR STUDENT APPLICATIONS</li> <li>ESTABLISH SELECTION PROCESS</li> <li>PUBLICIZE OPPORTUNITY</li> <li>COLLECT AND REVIEW STUDENT APPLICATIONS</li> <li>SELECT SCHOOL FINALIST</li> </ul>	<ul style="list-style-type: none"> <li>SELECTION COMMITTEE ESTABLISHED</li> <li>COMMITTEE EVALUATES STUDENT APPLICATIONS</li> <li>SELECTION COMMITTEE MEETING</li> <li>PRESIDENT’S REVIEW</li> <li>AWARD NOTICES AND FINANCIAL AID REPORTING</li> </ul>

SELECTION PROCESS FORMS

- APPLICATION BROCHURE
- APPLICATION FORM
- EVIDENT OF FINANCIAL NEED FORM
- SELECTION PROCESSS EVALUATION FORMS

ADDITIONAL INFORMATION AND FORMS AVAILABLE ON-LINE AT  
[www.mnprivatecolleges.org//scholarships/phillips/apply.php](http://www.mnprivatecolleges.org//scholarships/phillips/apply.php)

## APPLICATION & AWARD PROCESS

### PROGRAM DESCRIPTION

Beginning with the 1994–1996 program, The Jay and Rose Phillips Family Foundation expanded the number of awards students compete for from five to SIX. This year’s Phillips Scholars Competition is open to students with demonstrated financial need who attend one of 16 eligible private colleges. Campus finalists will compete for six \$15,650 awards.

The scholarships are distributed as follows:

- 2010–2011 Academic Year/Junior Year:  
\$5,500 scholarship per student,
- Summer 2011/Summer between Junior and Senior Year:  
\$4,000 stipend per student for summer community service project,  
and \$400 Project Resource Funding
- 2011–2012 Academic Year/Senior Year:  
\$5,750 scholarship contingent upon successful completion of  
junior year requirements and summer community service project.

Scholarship dollars are applied toward Phillips Scholars’ financial aid packages in order to reduce the amount they must borrow each year. The awards ARE NOT to replace aid or grants a student may have already received.

The Phillips Scholars Program is a competitive scholarship. Students from 16 eligible colleges are invited to submit applications. The eligible colleges will select one applicant to forward to the next stage of evaluation. In March 2009, a community selection committee will meet to evaluate applications from finalists and select six scholarship recipients.

## STUDENT ELIGIBILITY

To be eligible for a Phillips Scholarship, a student must:

- Be a sophomore year in the 2009–2010 academic year
- Have an excellent academic record with a **minimum GPA of 2.75**;
- Demonstrate financial need**;
- Have demonstrated community and campus **leadership**;
- Have interest in/history of participation in **community service**;
- Have a determination to serve disadvantaged people; and
- Make a commitment to design a community service project that will be implemented in the summer of 2011 (320 hours over the summer).

It should be ambitious enough to involve **8 weeks of full-time service (40 hours/week or 320 hours over the summer)**. No more than 60 hours completed during the school year should be applied toward the summer hours expectation. Phillips Scholars have always been expected to dedicate additional time throughout the school year preparing for their summer projects which is not counted in their summer hours.

## APPLICATION MATERIALS

A complete application must include:

- An application form (*see Forms Section*),
- Detailed service project proposal, including program timeline  
(*Max. 7 pages*)
- Description of past service and leadership experience  
(*Max. 2 pages*)
- Current transcript
- Evidence of Financial Need Form and
- Three (3) letters of recommendation and accompanying surveys from individuals who are knowledgeable about the applicant's participation in community service and who are able to testify to applicant's ability to plan and conduct a summer community service project. Potential sources of letters are professors, college administrators, employers, or leaders of volunteer/community organizations.

### APPLICATION PROCEDURE

Each applicant shall submit a complete application to his/her campus Financial Aid Office by **the deadline determined by each campus**. Campuses should notify MPCF as soon as a deadline is set so the information can be included on the Fund’s Web site [www.mnprivatecolleges.org//scholarships/phillips/apply.php](http://www.mnprivatecolleges.org//scholarships/phillips/apply.php)

The campus deadline for initial applications should be set to allow for:

- Review of applications,
- **Competitive** selection process conducted by campus, and
- Sending finalist information to MPCF so it is received by the deadline.
- Campuses are strongly encouraged to fax items in advance for content review.

The campus finalist’s information should be forwarded to the Minnesota Private College Fund by **February 26, 2010**. A community selection committee will then review all finalists’ applications and select six scholarship recipients and two alternates in **mid-March, 2010**.

### APPLICATION AND AWARD DEADLINES

SET BY EACH CAMPUS	Student Applications to Financial Aid Office
February 26, 2010	Finalist Materials to Minnesota Private College Fund
Mid March, 2010	Selection Committee Meeting
early April, 2010	MPCF President’s Approval of Finalists
April 16, 2010	Phillips Spring Luncheon & 15-year Anniversary Celebration

### COMPETITIVE SELECTION PROCESS

No individual, committee or entity participating in the selection process will discriminate against any applicant because of race, color, creed, religion, national origin, sex, affectional preference, disability, age, marital status, status with regard to public assistance, or veteran status.

Throughout both phases of the selection process, all applicant evaluations will be made using a standard evaluation form (*see Forms Section*). The form includes specific criteria outlined by the Phillips Scholars Program. Reviewers rate student qualifications using a numeric scale. They also have the opportunity to provide additional comments. In order to ensure equal advantage for each participating institution, a two-tier selection process is used.

**Phase 1:  
CAMPUS****EACH COLLEGE SELECTS ONE FINALIST****DETERMINE DEADLINE FOR STUDENT APPLICATIONS**

Each school may set its own deadline for the submission of student applications. The date established must provide sufficient time to collect applications, conduct the school-developed selection process and submit finalist information to the Minnesota Private College Fund by 5:00 p.m. on February 26, 2010.

**ESTABLISH SELECTION PROCESS**

Each campus will establish a *competitive* selection process and/or *competitive* selection committee in collaboration with the campus financial aid officer. A comprehensive picture of students' financial need, aid options, academic records, and personal strengths and interests will be utilized in the selection process. Campuses may determine the best combination and number of campus representatives to be involved in this process. Campuses may want to include a financial aid representative, a faculty member, and an administrator involved in community service learning or internship coordination. While the ideas for potential summer community service projects may not be well-defined early in the application process, the campus committee needs to determine applicant potential based on past experience, current involvement and expressed commitment for future participation. Campuses may or may not want to include in-person interviews with their top candidates.

**PUBLICIZE OPPORTUNITY**

Each campus is responsible for promoting the scholarship opportunity in an open application process. Campuses may use the publicity methods that work best on their campuses, such as bulletin announcements, flyers, e-mail messages, and personal encouragement of individuals who meet eligibility requirements. In addition, the MN Private College Fund sends an e-mail to any student who would be qualified for the program according to the Fund's scholarship administration database.

Application Materials & Tips for Applicants are available at:  
[www.mnprivatecolleges.org//scholarships/phillips/apply.php](http://www.mnprivatecolleges.org//scholarships/phillips/apply.php)

## COLLECT AND REVIEW STUDENT APPLICATIONS

Students will fill out an application form that reflects the selection criteria, indicates their past community leadership activities and their potential ideas for a summer community service project (*see Forms Section*). They must also submit a transcript, an Evidence of Financial Need Form completed by the Financial Aid Office, and three reference letters.

## SELECT SCHOOL FINALIST

Schools conduct a competitive selection process and/or convene a meeting of the selection committee. All students are to be evaluated using the criteria on the Phase 1 Campus Applicant Evaluation Form (*see Forms Section*). Each campus will forward information about the school's finalist to the Minnesota Private College Fund. The finalist selected must demonstrate all program criteria:

To be eligible for a Phillips Scholarship, a student must:

- Be a sophomore in the 2009–2010 academic year
- Have an excellent academic record with a **minimum GPA of 2.75**;
- Demonstrate financial need**;
- Have demonstrated community and campus **leadership**;
- Have has history of community service and volunteering
- Have a determination to serve disadvantaged people; and
- Make a commitment to design a community service project that will be implemented in the summer of 2011 (320 hours over 8 weeks)

Phase 2: MPCF
------------------

## MN PRIVATE COLLEGE FUND ORGANIZES SELECTION COMMITTEE TO IDENTIFY RECIPIENTS/ALTERNATES

### COMMUNITY SELECTION COMMITTEE ESTABLISHED

The pool of 16 campus applicants will be reviewed by a small community selection committee comprised of at least three and no more than five people. The community selection committee members will include:

1. At least one prior Phillips Scholarship recipient,
2. A community leader engaged in service, and
3. A business leader sensitive to community needs.

The Development Officer of the Minnesota Private College Fund will serve as advisor to the selection committee and guide the process.

### COMMITTEE EVALUATES STUDENT APPLICATIONS

Selection committee members will receive finalists' applications and blank evaluation forms (*see Forms Section*). Committee members will independently complete evaluations in preparation for the Selection Committee Meeting.

### SELECTION COMMITTEE MEETING

The selection committee will meet to select six scholars and two alternates. The alternates will be eligible for the scholarship should a student be unable to accept the scholarship for any reason. Committee members are free to change their original written evaluations as the day's discussion proceeds.

### PRESIDENT'S REVIEW

The President of the Minnesota Private College Fund will review committee recommendations and grant final approval of the recipients.

### AWARD NOTICES AND FINANCIAL AID REPORTING

The Minnesota Private College Fund will inform all students, college presidents and financial aid offices when the finalists are selected. The Minnesota Private College Fund will send award letters to scholarship recipients. The Financial Aid Office at finalists' colleges will be asked to complete standard reporting forms from the MPCF Scholarship Resource Manual.

## PHILLIPS SCHOLARS PROGRAM

### THE PHILLIPS SCHOLARS PROGRAM

The Phillips Scholars Program is a challenging opportunity for private college students who strive to make life better for those with unmet needs. Scholars must be creative, determined and independent. Those who are selected to participate in the program will share a unique experience. They forge community partnerships, launch new initiatives to strengthen Minnesota communities and strengthen the organizations and resources that serve the disadvantaged.

Each campus selects a finalist to compete for one of six \$15,650 Phillips Scholars scholarships:

- \$5,050 in recipient's junior year,
- \$4,000 summer stipend, and \$400 Project Resource Pool
- \$5,750 in recipient's senior year.

Additional information about the **Phillips Scholars Program** is available at:  
[www.mnprivatecolleges.org//scholarships/phillips/apply.php](http://www.mnprivatecolleges.org//scholarships/phillips/apply.php)

## THE 2010–2012 PHILLIPS SCHOLARS PROGRAM

### Phase 1 Campus Applicant Evaluation Form

During the first phase of the Phillips Scholars Competition, each eligible campus selects one finalist. The campus finalists then compete for one of six \$15,650 awards. An essential element of the Phillips Scholars Program is the requirement that students design and initiate a summer community service project. This project must involve leadership activities or leadership potential—not just volunteerism. The summer community service project must involve approximately 8 concentrated weeks of full-time service at approximately 40 hours per week.

To be eligible for a Phillips Scholarship, a student must:

- Be a sophomore in the 2010–2012 academic year
- Have an excellent academic record with a **minimum GPA of 2.75**;
- Demonstrate financial need**;
- Have demonstrated community and campus **leadership**;
- Have has history of community service and volunteering
- Have a determination to serve disadvantaged people; and
- Make a commitment to design a community service project that will be implemented in the summer of 2011 (320 hours over 8 weeks)

The campus finalist should have the skill, experience, knowledge, independence, drive and leadership qualities that will be necessary for designing and implementing his/her community service project. While students' projects often change during the junior-year planning process, the proposed service project must be substantial enough to fulfill program time requirements.

SEE REVERSE FOR EVALUATION FORM

**THE 2010–2012 PHILLIPS SCHOLARS PROGRAM  
Phase 1 Campus Applicant Evaluation Form**

Proposal Number	
Student Name	
Evaluator Name	
Evaluation Date	

*Point Scale: 0 to 5 (0 points = Does Not Meet Minimum Requirements; 5 points = Superior)*

	<b>Selection Criteria</b>	<b>Points (please circle)</b>
A.	<p><b>Academic Qualifications</b> (5 points total): Does the student have an excellent academic record (minimum GPA of 2.75)? Does the student’s academic experience relate to his/her proposed project? <i>Comments:</i></p>	0 1 2 3 4 5
B.	<p><b>Financial Qualifications</b> (5 points total): Does the student have demonstrated financial need? Are there any special financial circumstances? <i>Comments:</i></p>	0 1 2 3 4 5
C.	<p><b>Community and Campus Leadership &amp; Support</b> (5 points total): Is the student a community/campus leader? Does the student show an interest in and history of community service? Does the student’s experience demonstrate that s/he has the skills necessary to implement the proposed project? In what ways will the campus provide support the student? <i>Comments:</i></p>	0 1 2 3 4 5
D.	<p><b>Summer Community Service Project</b> (5 points total): Does the proposed project address unmet human needs in Minnesota? Is the proposed project substantial enough to require 8 weeks of full-time work? Does the student demonstrate that she/he is prepared to design and implement the proposed program? Considerations may include: skills, prior experience, connections in community, ability to act independently, proposed partner organization(s), preparation, scope and reasonableness of proposed project, potential impact of proposed project, <i>etc.</i> <i>Comments:</i></p>	0 1 2 3 4 5
E.	<p><b>Other Comments or Summary Remarks</b></p>	
<b>TOTAL POINTS</b> (20 maximum)		

THE 2010–2012 PHILLIPS SCHOLARS PROGRAM  
Phase 2 MN Private College Fund  
Community Selection Committee Evaluation Form

During the second phase of the Phillips Scholars Competition, a Community Selection Committee assembled by the MN Private College Fund is responsible for reviewing the applications of campus finalists to identify 6 Phillips Scholars and 2 alternates. The 6 Phillips Scholars will receive \$15,650 awards.

An essential element of the Phillips Scholars Program is the requirement that students design and initiate a summer community service project. This project must involve leadership activities or leadership potential—not just volunteerism. The summer community service project must involve approximately 8 concentrated weeks of full-time service at approximately 40 hours per week.

To be eligible for a Phillips Scholarship, a student must:

- Be a sophomore in the 2010–2012 academic year  
Have an excellent academic record with a **minimum GPA of 2.75**;
- Demonstrate financial need**;
- Have demonstrated community and campus **leadership**;
- Have a history of community service and volunteering
- Have a determination to serve disadvantaged people; and
- Make a commitment to design a community service project that will be implemented in the summer of 2011 (320 hours over 8 weeks)

Each of the 6 Phillips Scholars should have the skill, experience, knowledge, independence, drive and leadership qualities that will be necessary for designing and implementing his/her community service project. While students' projects often change during the junior-year planning process, the proposed service project must be substantial enough to fulfill program time requirements.

**SEE REVERSE FOR EVALUATION FORM**  
**THE 2009–2011 PHILLIPS SCHOLARS PROGRAM**

## Phase 2 Community Selection Committee Evaluation Form

Proposal Number	
Student Name	
Evaluator Name	
Evaluation Date	

*Point Scale: 0 to 5 (0 points = Does Not Meet Minimum Requirements; 5 points = Superior)*

	Selection Criteria	Points <i>(please circle)</i>
A.	<p><b>Academic Qualifications</b> (5 points total):</p> <p>Does the student have an excellent academic record (minimum GPA of 2.75)?</p> <p>Does the student's academic experience relate to his/her proposed project?</p> <p><i>Comments:</i></p>	0 1 2 3 4 5
B.	<p><b>Financial Qualifications</b> (5 points total):</p> <p>Does the student have demonstrated financial need?</p> <p>Are there any special financial circumstances?</p> <p><i>Comments:</i></p>	0 1 2 3 4 5
C.	<p><b>Community and Campus Leadership &amp; Support</b> (5 points total):</p> <p>Is the student a community/campus leader?</p> <p>Does the student show an interest in and history of community service?</p> <p>Does the student's experience demonstrate that s/he has the skills necessary to implement the proposed project?</p> <p>In what ways will the campus provide support the student?</p> <p><i>Comments:</i></p>	0 1 2 3 4 5
D.	<p><b>Summer Community Service Project</b> (5 points total):</p> <p>Does the proposed project address unmet human needs in Minnesota? Is the proposed project substantial enough to require 8 weeks of full-time work?</p> <p>Does the student demonstrate that she/he is prepared to design and implement the proposed program? Considerations may include: skills, prior experience, connections in community, ability to act independently, proposed partner organization(s), preparation, scope and reasonableness of proposed project, potential impact of proposed project, <i>etc.</i></p> <p><i>Comments:</i></p>	0 1 2 3 4 5
E.	<b>Other Comments or Summary Remarks</b>	
<b>TOTAL POINTS</b> (20 maximum)		

## THE 2010–2012 PHILLIPS SCHOLARS PROGRAM

### Cover for Materials Sent to Phase 2 Community Selection Committee

Jay Phillips was a peddler's son who came to the United States when he was 2½ years old. As a child he made 50¢ to \$1 a day selling 1¢ papers. He would use part of his earnings to buy bread for the poor he saw on the streets. Jay Phillips went on to become a prominent Minnesota businessman and community leader. Jay and his wife Rose began a tradition of philanthropy that his family and The Jay and Rose Phillips Family Foundation continue.

The Phillips Scholars Program recognizes and rewards private college students who strive to make life better for those with unmet needs. Applicants are challenged to think creatively and become community–service leaders.

Students from 16 eligible private colleges and universities are invited to apply by submitting a proposed service project to benefit Minnesota communities. Each campus selects a finalist to compete for one of six \$15,650 Phillips Scholars scholarships:

- \$5,550 in recipient's junior year,
- \$4,000 summer stipend, and \$400 Project Resource Funds
- \$5,750 in recipient's senior year.

The Phillips Scholars Program is a competitive scholarship program. Each of the 16 eligible colleges will select one applicant to forward on to the Community Selection Committee. The Committee reviews the applications independently according to the criteria on the Phase 2 Community Selection Committee Evaluation Form. The Committee will then meet to review the applications and select 6 Phillips Scholars and 2 alternates.

#### Each Student's Application Should Include:

Phase 2 Community Selection Committee Evaluation Form.

- Application form with attached proposal
- A current transcript
- Evidence of Financial Need Form
- Three letters of recommendation & Surveys