

# The Power to Shape Futures



THE PITTSBURGH FOUNDATION AND THE COMMUNITY FOUNDATION OF WESTMORELAND COUNTY SCHOLARSHIP COMMITTEE GUIDE



BROOKE ASTON



JAN YANG



REYNA E. JONES



LEANDRA NEALER



DANIELLE VEALEY



MAGGIE LINCOLN



STEPHEN HARPER



TAYLOR LAFFEY



RONDELL MAGIC JORDAN

Foundation scholarships put education in closer reach for students. These scholars are just a few who have benefited. Read their stories at [pittsburghfoundation.org/scholarship-stories](https://pittsburghfoundation.org/scholarship-stories).

# Table of Contents

---

1

**INTRODUCTION**

2

**SIZE AND SCOPE OF OUR SCHOLARSHIP PROGRAM**

3

**ABOUT COMMUNITY FOUNDATIONS**

4

**DONOR AND SCHOLARSHIP VOLUNTEER ROLES**

6

**TIMELINE**

8

**TYPES AND AMOUNTS OF SCHOLARSHIP AWARDS**

10

**TIPS FOR EVALUATING APPLICANTS**

12

**SCHOLARSHIP ELIGIBILITY CRITERIA**

13

**NOTIFICATION OF RECIPIENTS AND PAYMENT OF AWARDS**

15

**APPENDIX**

Sample Transcripts

SARs and EFCs

Estimated annual college costs

Online resources

Scholarship Committee Position Description and Responsibilities

To learn more about our scholarship program, please visit [pittsburghfoundation.org/scholarships](http://pittsburghfoundation.org/scholarships).

*This handbook provides an overview of the Foundation's scholarship program to assist you in becoming a knowledgeable ambassador for the Foundation and for philanthropy in the Pittsburgh region. Our expert staff will also support you with an annual workshop, webinars and online resources.*

*Special thanks to the Oregon Community Foundation, for valuable assistance in the creation of this handbook. Photography by Joshua Franzos for The Pittsburgh Foundation. Design by Garrison Hughes.*





*A Pittsburgh Promise 2020 graduate.*

#### PITTSBURGH FOUNDATION

## Quick Facts

*Established in 1945.*

*14<sup>th</sup> largest community  
foundation in the nation.*

*Assets exceed  
\$1.3 billion.*


*More than 2,500 funds  
under management.*

# Thank You

**B**Y SERVING ON A SCHOLARSHIP COMMITTEE, or starting a new scholarship fund, you are making a significant difference in the lives of students. The Pittsburgh Foundation's scholarship program, and its affiliate, The Community Foundation of Westmoreland County, relies on hundreds of donors and volunteers to help us award an average of \$2.5 million in scholarships each year.

Donors who value higher education establish funds for many reasons: to honor or memorialize loved ones, to encourage students as they pursue specific fields, to support study at specific institutions that they respect, and to bridge funding gaps for economically disadvantaged students. Scholarships may fund pre-K tuition, music lessons or other enrichment programs for middle and high school students, undergraduate study, or even technical or graduate school.

Scholarships align with the Foundation's mission: improving the quality of life in the Pittsburgh region by evaluating and addressing community issues, promoting responsible philanthropy and connecting donors to the critical needs of the community.

A photograph of two young women, likely students, smiling and looking towards the camera. The woman on the left is wearing a dark blue tank top and a white sash. The woman on the right is wearing a black t-shirt. They are standing in what appears to be a library or study area, with bookshelves visible in the background. The woman on the right is holding a book with a checkered cover.

*Pittsburgh Creative and Performing Arts School students are among those who receive scholarship awards from the Foundation.*

# Size and Scope of Our Scholarship Program

**THE FOUNDATION'S** 338 active scholarship funds grant more than 750 scholarships, providing an average of \$2.5 million in financial assistance to students each year. Our program is one of the nation's largest scholarship programs within a community foundation. Many scholarships may be applied for entirely online through the Foundation's scholarship search website. The average scholarship award for the 2020-2021 academic year was \$3,768, with some of the larger awards ranging from \$15,000 to \$36,000. Scholarship fund assets total \$78 million.



# About Community Foundations

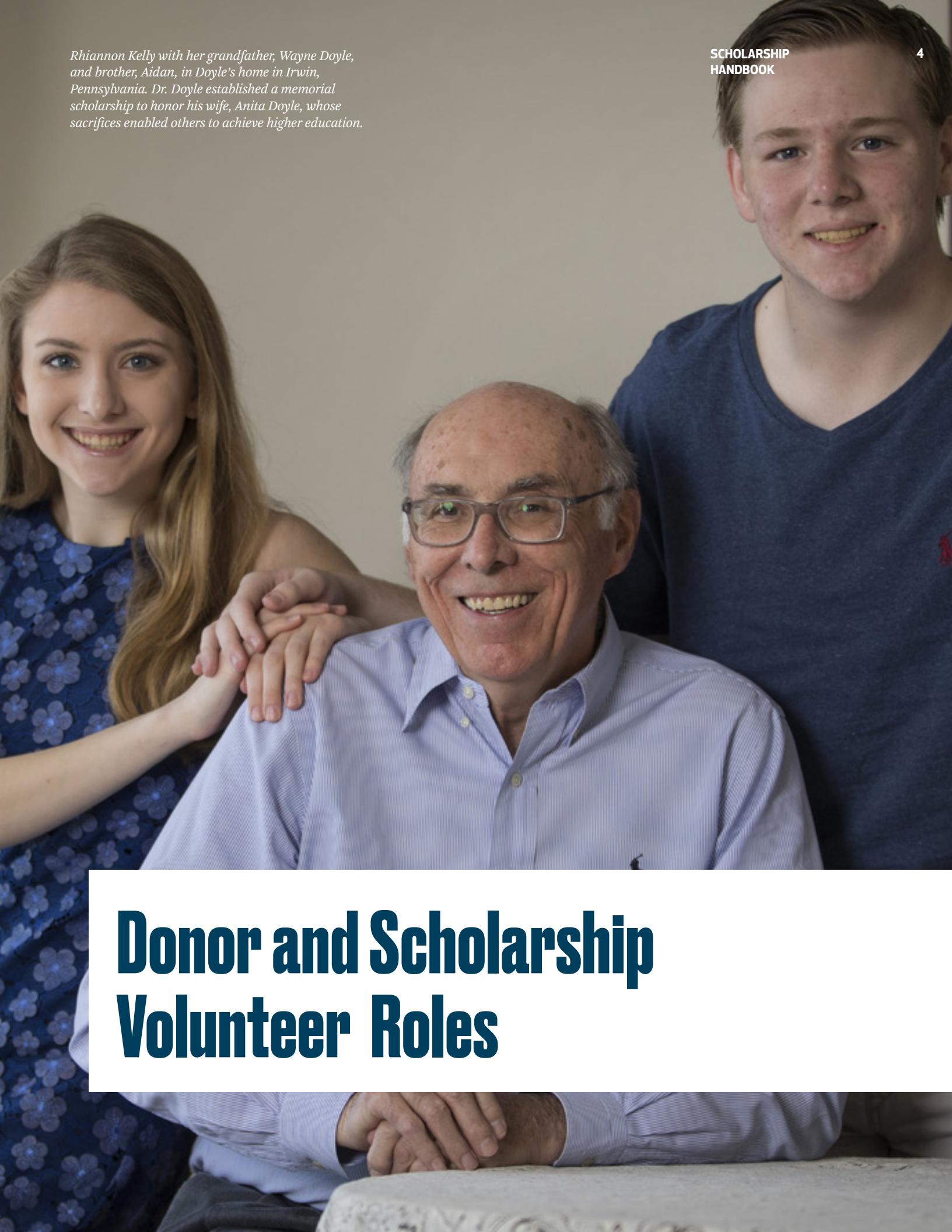


**A COMMUNITY FOUNDATION** is a public charity that administers permanent, named funds established through gifts and bequests from individuals, families, businesses and organizations. Community foundation donors enjoy favorable tax advantages and relief from administrative burdens associated with running a private foundation or establishing an independent nonprofit.

Community foundations make grants — including scholarships — from these funds to qualified charitable, educational and cultural organizations. More than 750 community foundations exist throughout the United States. Community foundations are dynamic and collaborative, bringing together nonprofits, government agencies, donors and the public to discuss and address significant community issues.

*Brashear High School students are among those who are eligible to apply for trade and vocational scholarships.*

*Rhiannon Kelly with her grandfather, Wayne Doyle, and brother, Aidan, in Doyle's home in Irwin, Pennsylvania. Dr. Doyle established a memorial scholarship to honor his wife, Anita Doyle, whose sacrifices enabled others to achieve higher education.*



# Donor and Scholarship Volunteer Roles

---

**THE ROLE OF THE DONOR:** The donor, through a fund agreement, establishes the scholarship and recommends general eligibility criteria. The donor may choose either to participate in the process as part of a committee or to have no direct involvement.

**THE ROLE OF THE SCHOLARSHIP COMMITTEE:** Scholarship funds utilize a committee. It is that committee's responsibility to honor the donor's original intent as spelled out in the formal scholarship fund agreement and to follow scholarship criteria specified by the donor and the law. Every scholarship fund has a checklist that sets forth its specific guidelines and eligibility criteria. Some donors may define their intentions broadly, and Foundation staff may establish criteria to narrow the pool of eligible applicants to an appropriate size.

The Foundation follows best practices for attracting a qualified pool of applicants and adheres to state and federal law regarding review of applications and awarding of scholarship funds.

**You can expect the Foundation to provide you with:**

- Orientation and education for serving on a committee.
- Prompt responses to your questions or concerns.
- Guidance in identifying best practices.
- Support throughout the entire scholarship committee process.
- Appreciation and recognition for your work.

**The Foundation expects that you will:**

- Represent it professionally and honorably.
- Openly declare any conflicts of interest that may arise.
- Remain objective and nondiscriminatory and utilize established criteria in recommending recipients from an eligible class of applicants.
- Maintain confidentiality and discretion about the Foundation and its donors, grantees and scholarship applicants.
- Respond promptly to communications from the Foundation and ensure your contact information is always up to date.
- Use the electronic platform provided for application review when applicable.



A photograph of two young people, a male and a female, smiling warmly at the camera. They are standing in front of a large, vibrant, abstract mural with various colors and patterns. The male student on the left is wearing a black crew-neck sweater with a small white bird logo on the chest. The female student on the right is wearing a black crew-neck sweater over a green shirt. They are both holding a simple wooden structure made of three pieces of light-colored wood, which appears to be a small frame or a piece of art.

# Timeline

*There are numerous scholarships available to Allegheny County students, including Pittsburgh Creative and Performing Arts School students.*



## OCTOBER

The application period for the Free Application for Federal Student Aid (FAFSA) opens.

## NOVEMBER

The application period for Foundation scholarships begins around Thanksgiving.

## MARCH

Last weekday of the month is the deadline for most post-secondary scholarships.

## MARCH TO JUNE

Scholarship committee members convene, discuss applications, develop scholarship award recommendations and forward these recommendations to the Foundation for processing.

## FEBRUARY

The last weekday of the month is the deadline for most K-12 non-academic (e.g. music lessons, camp) scholarships and some post-secondary scholarships.

## MAY TO JULY

Applicants for scholarships are typically notified now whether or not they have been selected.

## AUGUST TO SEPTEMBER

Awards are paid directly to the educational institution, provided the student has submitted all requested documents to the Foundation.

# Types and Amounts of Scholarship Awards

## AWARD TYPES

**SINGLE YEAR:** Awards are given for one year only and applicants are not eligible for additional year awards.

**REAPPLY AND COMPETE:** Recipients are asked to reapply and compete annually, so that the scholarship committee is able to base award decisions on the entire applicant pool, including new and current recipients.

**MULTI-YEAR:** Recipients are awarded funds for multiple years. They receive an annual request to submit their college transcript, confirm their contact information and the institution they will attend in the coming fall semester. If academic progress is satisfactory, the scholarship is paid. Four years of support is usually the maximum and a best practice for undergraduate students with financial need.



*Of the Foundation's 300+ scholarships, more than 200 are specifically for graduating seniors, including Brashear High School students, planning to major in science.*



*Of the 200+ scholarships for graduating seniors, 12 are exclusively for art and design majors.*

*Pictured: A student at Manchester Craftsmen's Guild works on a ceramic arts project.*

## AWARD AMOUNTS

Scholarship best practices dictate that individual scholarship awards should be at least \$1,000. If the funds available to award are less than \$1,000, the entire amount should be awarded to one student.

Because the cost to attend varies by college (see page 18), it may be appropriate to award a larger scholarship to a student attending a four-year institution and a smaller scholarship award to a student attending a two-year institution.





# Tips for Evaluating Applicants

*The William J. Wolf Memorial Scholarship Fund was established by William J. Wolf, a successful businessman who did not have the means to attend college. Robert Wolf is pictured here with J. Thomas Taylor, recipient of the 1995 Teacher Excellence Award.*





**OUR APPLICANTS COME FROM ALL WALKS OF LIFE** and have different passions and interests, which contribute to the rich cultural tapestry of our region. The Foundation is committed to equitably assessing each student. Students' backgrounds — the places they come from, their life experiences and the resources available to them — make a difference in how they approach their applications. We take all of these factors into consideration when evaluating applications.

“Equitable” does not necessarily mean “equal.” A student who has a 4.0 GPA but does not have to work is not equal to a student who has a 3.0 GPA, works and cares for a sick parent. Applicants each have their own stories and face unique challenges. We urge committees to consider how adversity has helped or hindered each applicant.

We encourage committees to look for applicants who demonstrate a connection between their academic curriculum, volunteer or work experience, and their educational and career goals. Are the applicants involved in opportunities related to their major? Is the applicant involved in long-term community activities?

Grammar is one factor that some committees may consider when reading essays. However, English may not be the applicant's first language. Further, the applicant may have attended a secondary school with minimal resources. A public school may have offered fewer tutoring resources and larger class sizes than a private school.

Also, some committees may notice that pronoun use has shifted in recent years. Many languages do not have gender-specific pronouns. Some applicants may prefer to use “they” as a singular, gender-neutral pronoun. Others may not identify as he/she/they and may use another gender-neutral pronoun such as “ze” or “hir.” If the pronoun usage only appears once, it may indicate a grammatical error. If the pronoun is used consistently, it should be considered correct. Applicants should not be discounted for their choice of pronouns.

*Activities and achievements are among  
the criteria for some scholarships.  
Pictured: Three Rivers Rowing Association.*

# Scholarship Eligibility Criteria

**SCHOLARSHIP COMMITTEES** have a responsibility to honor the donor's intent as outlined in the scholarship criteria. Although criteria may vary from high school attended to selected field of study to robust volunteerism, the two most common criteria are academic merit and financial need.

## Academic Merit

The required grade point average (GPA) is always listed in the eligibility criteria. Consider course rigor when evaluating applicants. The standard application includes the applicant's transcripts in addition to both the cumulative unweighted GPA and the cumulative weighted GPA. Weighted GPAs take into consideration if a student has taken advanced placement or honors courses. Transcripts may also show SAT and ACT scores. Please see the sample college transcript on page 15 and sample high school transcript on page 16.

## Financial Need

To determine financial need, please refer to the Expected Family Contribution (EFC) as reported on the Student Aid Report (SAR). The SAR is the report provided to students after they have completed the Free Application for Federal Student Aid (FAFSA). The FAFSA is used to calculate a student's EFC, which schools use to determine their financial aid award. For a detailed guide for reading a SAR, please see page 17.

*As noted on the FAFSA website, "The Expected Family Contribution is a measure of your family's financial strength and is calculated according to a formula established by law. Your family's taxed and untaxed income, assets, and benefits (such as unemployment or Social Security) are all considered in the formula. Also considered are your family size and the number of family members who will attend college during the year."*





# Notification of Recipients and Payment of Awards

*Norine Minion stands before a mural entitled "See You When You Return" by artist Michael Parker in her winter home of Bradenton, Florida. In high school, Minion was awarded the The Katherine and Emma Uhlinger Trust Fund of The Pittsburgh Foundation. Minion now serves as a scholarship committee member and, in 2020, endowed the Foundation's Social Justice Fund.*

**ONCE SCHOLARSHIP RECOMMENDATIONS HAVE BEEN MADE,** the committee chairperson forwards award recommendations to the Foundation, which notifies all applicants of the award decision and requests proof of enrollment from the recipients.

Upon receipt of information from the student, payments are made to the educational institution in the student's name. Payments are typically disbursed in August and September for the coming academic year. Disbursements go directly to the institution.

If a student leaves an educational program, the unused portion of the scholarship is returned to the fund for future use.



*Actor, playwright and singer Naomi Allen, a 2016 graduate of Pittsburgh Barack Obama Academy of International Studies, was awarded the Vann Scholarship for African American students. She is studying at Point Park University's performing arts conservatory.*



# Sample Transcripts

The transcript is divided into terms or semesters. It is common for schools to have fall, spring and summer semesters in the academic year. Financial aid is typically divided between the fall and spring terms.

UNDERGRADUATE ACADEMIC TRANSCRIPT  
Sample Student  
Student ID: 54321

## THE UNIVERSITY

**Fall Term 2016-2017**

Course	Description	Attempted	Earned	Grade	Points
BUS 102	BUSINESS ACC 3.00	3.00	3.00	A-	11.250
BUS 105	ORGANIZATIO 3.00	3.00	3.00	B+	9.750
COMM 120	SURVEY OF MA 3.00	3.00	3.00	B+	9.750
ECON 110	INTERMEDIATI 3.00	3.00	3.00	B	9.000
ENGL 207	AMERICAN LIT 3.00	3.00	3.00	A	12.000
PSY 250	THEORIES OF F 3.00	3.00	3.00	A-	11.250

**Spring Term 2016-2017**

Course	Description	Attempted	Earned	Grade	Points
BUS 150	METHODS OF 13.00	3.00	3.00	A-	11.250
BUS 209	MANAGEMENT 3.00	3.00	3.00	A-	11.250
COMM 203	INTERNATION 3.00	3.00	3.00	B	9.000
ENGL 210	SCIENCE FICTI 3.00	3.00	3.00	A	12.000
HON 160	HONORS SERV 3.00	3.00	3.00	A	12.000
SOC 150	SOCIOLOGICA 3.00	3.00	3.00	B+	9.750

**Summer Term 2016-2017**

Course	Description	Attempted	Earned	Grade	Points
BIO 206	CELL BIOLOGY 3.00	3.00	3.00	B	9.000
SPAN 104	SPANISH I 3.00	3.00	3.00	A	12.000

**Fall Term 2017-2018**

Course	Description	Attempted	Earned	Grade	Points
BUS 151	QUANTITATIVE 3.00	3.00	3.00	B+	9.750
BUS 210	STAKEHOLDER 3.00	3.00	3.00	A-	11.250
BUS 212	HUMAN RESOI 3.00	3.00	3.00	A-	11.250
BUS 250	INTRO TO MAF 3.00	3.00	3.00	A	12.000
HIST 110	WORLD RELIG 3.00	3.00	3.00	B	9.000
SPAN 204	SPANISH II 3.00	3.00	3.00	A-	11.250

**Undergraduate Career Totals**

Cum GPA:	3.677		
Cum Totals:	60.00	60.00	213.75

**Transfer Credits**

Transfer Credit from College  
Applied Toward School of Arts and Sciences

	Attempted	Earned	Points
Transfer Total:	9.00	9.00	0

**Test Credits**

Applied Toward School of Arts and Sciences

**Fall Term 2015-2016**

Course	Description	Attempted	Earned	Grade	Points
ECON 100	INTRO TO MIC 3.00	3.00	3.00	T	0.000
ENGL 101	COLLEGE COV 3.00	3.00	3.00	T	0.000
PSY 105	INTRO TO PSY 3.00	3.00	3.00	T	0.000
COMM 101	ORAL COMM 3.00	3.00	3.00	T	0.000

Transfer Total:	12.00	12.00	0
-----------------	-------	-------	---

END OF TRANSCRIPT

Every course in the university has a credit value assessed to it. This shows the number of credits that the student scheduled (attempted) as well as the number of credits that the student completed (earned) for each course. When a student earns a 0.00 for a course, it is likely that they withdrew (W) from it or simply removed it from their schedule (U). The earned credits are multiplied against the grade for the semester and assessed points. Points determine the GPA.

This shows the Cumulative GPA for the entire time the student has been at the institution. Some transcripts will also show the GPA for the semester or term. Both are helpful in tracking trends in academic performance.

The transcript is divided into academic years with terms or semesters. Each period will show the grade level of the student.

**Official Transcript**  
 PITTSBURGH BRASHEAR HIGH SCHOOL  
 590 CRANE AVE  
 PITTSBURGH, PA 15216

Page 1 of 1

Pittsburgh Public Schools

**Student:** [Redacted] **Birth Date:** [Redacted]  
**Student ID:** [Redacted] **Grade:** 12 **Gender:** [Redacted] **Graduation Date:** 6/9/2017  
**Parent/Guardian:** [Redacted]  
 Pittsburgh, PA

Year:	Term:	Grade:	Year:	Term:	Grade:				
2013-14	Term 1	09	2013-14	Term 2	09				
Building: Harry S Truman High School, NY			Building: Harry S Truman High School, NY						
Course	FQ1	FQ2	SM1	Credit	Course	FQ2	FQ3	SM2	Credit
Biology 1 PSP			B	0.5	Biology 1 PSP			B	0.5
				0.5	Civics PSP			A	0.5
				0.5	Creat Writing 1			A	0.5
				0.5	English 1 PSP			D	0.5
				0.5	Geometry PSP			B	0.5
				0.5					0.5
				3.000					2.500
					GPA: 2.8890				

Many schools have unique tracks, programs and proficiencies which have their own set of abbreviations. Pittsburgh Public Schools transcripts may display the following:

'CAS' for Centers for Advanced Study is a gifted track. These courses are rigorous and factor into the weighted GPA.

'PSP' for Pittsburgh Scholars Program which assesses some degree of weighting to the course.

'ELA' for English Language Arts which is a measure of proficiency tied to a standardized state exam. This is a pass/fail course which does not bear credits.

Year:	Term:	Grade:		
2014-15	Term 2	10		
Building: Seton LaSalle				
Course	FQ2	FQ3	SM2	Credit
Algebra 2 PSP			C	0.5
Comparative Religious Studies			C	0.5
Earth Science			A	0.5
English 2 PSP			C	0.5
Health 1 (.50)			B	0.5
World Hist PSP			B	0.5
				0.5
				3.000
				GPA: 2.6900
				Credit: 3.000

Grades are usually in line with the standard 'A' through 'F' with the occasional 'P' for classes with a 'pass/fail' option.

Year:	Term:	Grade:		
2015-16	Term 2	11		
Building: PITTSBURGH BRASHEAR HIGH SCHOOL				
Course	FQ2	FQ3	SM2	Credit
Chemistry 1 PSP				0.5
Col&Career Prep				0.5
Elem Functions				0.5
English 3 PSP				0.5
Homeroom				0.5
Percussion SEM				0.5
Russian 1 PSP				0.5
Sociology				0.5
US History PSP				0.5
				4.000
				GPA: 3.6670
				Credit: 3.500

Year:	Term:	Grade:	Year:	Term:	Grade:				
2016-17	Term 1	12	2016-17	Term 2	12				
Building: PITTSBURGH BRASHEAR HIGH SCHOOL			Building: PITTSBURGH BRASHEAR HIGH SCHOOL						
Course	FQ1	FQ2	SM1	Credit	Course	FQ2	FQ3	SM2	Credit
Calculus PSP			B	0.5	Apps and Gaming			A	0.5
English 4 PSP			B	0.5	Calculus PSP			C	0.5
French 4 PSP			A	0.5	Creat Writing 1			C	0.5
Grad Profic ELA				0	English 4 PSP			B	0.5
Journal 1			B	0.5	French 1 PSP			B	0.5
Lunch				0	Grad Profic ELA			P	0
Physics 1 PSP			B	0.5	Lunch				0
Psychology AP			C	0.5	Physics 1 PSP			B	0.5
Spanish 1 CAS			A	0.5	Psychology AP			A	0.5
Team Sports 2			A	0.5	Spanish 1 CAS			A	0.5
				4.000					4.000
				GPA: 3.2140					GPA: 3.1430
				Credit: 4.000					Credit: 4.000

Type	GPA	Rank
Unweighted GPA	3.138	76 / 285
Weighted GPA	3.394	76 / 285

Credits Earned: 27.000

Transcript is unofficial unless signed by a school official.

Authorized by Signature \_\_\_\_\_ Date \_\_\_\_\_

Abbreviations are used in course work. Check these for clues about the student's rigor when evaluating the GPA. Common abbreviations include: 'AP' for advanced placement, 'H' for honors, 'Acc' for accelerated and 'IB' for international baccalaureate.

The student's unweighted and weighted cumulative GPA is listed, as well as their class rank. Weighted GPAs take into consideration if a student has taken advanced placement or honors courses. Class rank will help you to evaluate the student in relation to others in the graduating class.



# SARs and EFCs

## THE STUDENT AID REPORT (SAR)

The SAR is a report that each student who completes a Free Application for Federal Student Aid (FAFSA) receives each year. We ask that students seeking financial assistance for college include a copy of their SAR with their scholarship application. It is most often used to determine the level of an applicant's need for financial need-based scholarships, but it can also be used as a tie-breaker for scholarships that do not list financial need as a criterion.

## THE ESTIMATED FAMILY CONTRIBUTION (EFC)

The EFC is a measure of the family's financial strength and is calculated according to a formula established by law. It considers the family's taxed and untaxed income, assets and benefits (such as unemployment or Social Security). Also considered are the family's size and the number of family members who will attend college during the year.

EFC is expressed as a six-digit number on the SAR (*shown below*) and is the amount that the family can be *reasonably* expected to contribute towards the student's educational costs for one year, although not a guarantee of what the family will actually pay, nor is it a guarantee of any amount of financial aid. The lower the EFC, the more significant the need.

The EFC is the most comprehensive way to measure a student's financial need when used in conjunction with the Estimated Annual College Costs on page 18.

## Federal Student Aid **FAFSA**<sup>TM</sup>

2018-2019

Electronic Student Aid Report (SAR)

The SAR summarizes the information you submitted on your 2018-2019 Free Application for Federal Student Aid (FAFSA).

Application Receipt Date:	10/05/2017	XXX-XX-1234
Processes Date:	10/10/2017	EFC: 004321
		DRN: 1234

### Comments About Your Information

*Learn about federal tax benefits for education, including the American Opportunity Tax Credit (AOTC).*

## ESTIMATED ANNUAL COLLEGE COSTS

STANDARD STUDENT BUDGETS FOR PITTSBURGH AREA POST-SECONDARY INSTITUTIONS IN 2019-2020

Public Universities	On or off campus?	Tuition & fees	Room & board	Books & supplies	Personal expenses	Transport expenses	TOTAL
California University of Pennsylvania	Both	\$11,108	\$10,186	\$1,000	\$2,850	\$1,500	\$26,644
Clarion University	Both	\$11,149	\$12,668	\$1,240	\$2,100	\$1,170	\$28,327
Indiana University of Pennsylvania	Both	\$13,354	\$12,744	\$1,100	\$1,580	\$500	\$29,278
Penn State Beaver	Both	\$13,710	\$11,510	\$1,840	\$3,222	\$1,566	\$31,848
Penn State Fayette- Eberly Campus	Off	\$13,710	\$11,884	\$1,840	\$3,222	\$1,566	\$32,222
Penn State Greater Allegheny	Both	\$13,710	\$11,510	\$1,840	\$3,222	\$1,566	\$31,848
Penn State New Kensington	Off	\$13,710	\$11,884	\$1,840	\$3,222	\$1,566	\$32,222
Penn State University Park	Both	\$18,450	\$11,884	\$1,840	\$3,222	\$1,566	\$36,962
Slippery Rock University	Both	\$10,517	\$10,446	\$1,590	\$1,634	\$720	\$24,907
Temple University	Both	\$19,748	\$12,188	\$1,124	\$1,592	\$1,402	\$36,054
University of Pittsburgh	Both	\$19,718	\$11,250	\$755	\$1,832	\$854	\$34,409
University of Pittsburgh Greensburg	Off	\$13,148	n/a	\$785	\$1,775	\$2,308	\$18,016
University of Pittsburgh Johnstown	Both	\$14,136	\$10,860	\$1,000	\$1,767	\$2,386	\$30,149
Community Colleges	On or off campus?	Tuition & fees	Room & board	Books & supplies	Personal expenses	Transport expenses	TOTAL
Butler County Community College	Off	\$5,100	n/a	\$1,300	n/a	n/a	\$6,400
Community College of Allegheny County	Off	\$4,575	n/a	\$1,000	\$3,352	\$1,064	\$9,991
Community College of Beaver County	Off	\$6,420	n/a	\$1,200	\$1,200	\$1,530	\$10,350
Westmoreland County Community College	Off	\$5,820	n/a	\$1,600	\$1,000	\$1,080	\$9,500
Independent Colleges	On or off campus?	Tuition & fees	Room & board	Books & supplies	Personal expenses	Transport expenses	TOTAL
Allegheny College	Both	\$50,980	\$13,080	\$1,000	\$1,000	\$1,500	\$67,560
Carlow University	Both	\$30,528	\$11,902	\$1,400	\$1,382	\$700	\$45,912
Carnegie Mellon University	Both	\$57,119	\$14,972	\$2,400	n/a	n/a	\$74,491
Chatham University	Both	\$38,738	\$12,505	\$1,000	\$3,500	\$1,431	\$57,174
Duquesne University	Both	\$39,992	\$13,088	\$1,400	\$1,000	\$1,200	\$56,680
Edinboro University	Both	\$10,543	\$9,750	n/a	n/a	n/a	\$20,293
Gannon University	Both	\$33,226	\$13,530	\$1,096	\$1,360	\$1,222	\$50,434
Geneva College	Both	\$27,670	\$10,530	\$1,100	\$1,150	\$140	\$40,590
Grove City College	Both	\$18,470	\$10,060	\$1,000	\$350	\$500	\$30,380
LaRoche College	Both	\$29,464	\$11,910	\$1,200	\$1,530	\$900	\$45,004
Pittsburgh Technical College*	Both	\$16,640	\$10,580	n/a	n/a	n/a	\$27,220
Point Park University	Both	\$32,750	\$12,440	\$1,200	\$920	\$1,200	\$48,510
Robert Morris University	Both	\$31,200	\$11,780	\$1,500	\$2,000	\$1,308	\$47,788
St. Francis University	Both	\$38,170	\$12,948	\$2,000	\$2,000	\$1,000	\$56,118
Saint Vincent College	Both	\$36,904	\$12,161	\$1,350	\$1,800	n/a	\$52,215
Seton Hill University	Both	\$36,856	\$12,212	\$1,200	\$2,500	\$500	\$53,268
Vet Tech Institute*	Off	\$14,980	n/a	\$860	n/a	n/a	\$15,840
Washington & Jefferson College	Both	\$49,338	\$13,044	\$800	\$700	\$200	\$64,082
Waynesburg University	Both	\$25,570	\$10,520	\$1,500	\$310	\$600	\$38,500
Westminster College	Both	\$37,300	\$11,450	\$1,700	\$800	n/a	\$51,250

Note: These estimates are for informational purposes only. They are based on full-time Pa. resident enrollment and will vary depending on program of study, courseload, dependency status and housing situation. Costs will be higher for out-of-state residents. Source: [www.bigfuture.collegeboard.org](http://www.bigfuture.collegeboard.org). Estimates marked \* are from cost estimators provided by those schools.



# Online Resources

**FAFSA4caster** - A U.S. Department of Education tool that estimates the type and amount of financial aid that a student or family can receive.

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

**Federal Student Aid** - U.S. Department of Education information on preparing for education beyond high school.

[www.studentaid.gov](http://www.studentaid.gov)

**College Navigator** - Information on scholarships and other financial aid.

[www.nces.ed.gov/collegenavigator](http://www.nces.ed.gov/collegenavigator)

**FinAid** - A comprehensive source of financial aid information and tools, including an Expected Family Contribution calculator.

[www.finaid.org](http://www.finaid.org)

**Pennsylvania Higher Education Access Authority** - State agency for student aid organizations, serving millions of students and thousands of schools.

[www.pheaa.org](http://www.pheaa.org)



# Your Responsibilities

## POSITION DESCRIPTIONS AND RESPONSIBILITIES

**THE PITTSBURGH FOUNDATION** was established in 1945 to improve lives of those living in the greater Pittsburgh region through the power of philanthropy. The Foundation's assets, now more than \$1.3 billion, represent the contributions of more than 2,400 individuals and families. The Foundation awards more than \$47 million in grants each year, with an average of \$2.5 million supporting Foundation-awarded scholarships.

When donors create a scholarship fund at the Foundation, they may choose whether or not to participate in the selection process. In either case, scholarship committees are forwarded to the Foundation's board of directors for approval.

### Scholarship committee members must:

- Conform to the Pension Protection Act of 2006 requirements, which state that a donor and his or her relatives and/or employees may not constitute a majority of the committee or otherwise control the committee.
- Declare any conflicts of interest that arise when an applicant under consideration is related to you. No person may serve on a scholarship selection committee if, during that year, a relative of the person is an applicant for consideration by that committee. Although not mandatory, we recommend committee members recuse themselves if they have a personal relationship with an applicant. A good rule of thumb is to recuse if the committee member might purchase a graduation card for the applicant.
- Remain objective and nondiscriminatory throughout the selection process.
- Protect the privacy of students by keeping their information confidential.





*The Phyllis Wheatley Literary Society Scholarship Fund honors the highest ranking graduating senior with financial need from East Allegheny or West Mifflin high schools. Wheatley was kidnapped from West Africa and enslaved and in 1773 became the first African American woman to publish a book of poetry.*

#### **Scholarship committee members must:**

- Ensure that the donor's intent, as spelled out in the eligibility criteria, is honored during the scholarship deliberation and recommendation process.
- Develop methods for rating candidates utilizing the stated criteria and electronic materials, where applicable.
- Maintain good communication and forward recommendations to the Foundation in a timely manner.

#### **Time commitment required**

- This varies according to the size of the scholarship program, but is typically no more than 10 hours per year per fund.
- Although timing may vary depending on the scholarship, committees are most active in March to June.
- Committee members are expected to review all candidates ahead of their committee deliberation meeting where they may meet in person or via conference call.