

# SECU Foundation

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## Helpful Hints

As LEAs are responsible for administering the selection process for scholarship distribution, SECU Foundation staff reached out to a group of LEAs (both small and large) to get a sense of how the new changes would affect those school districts and provide an opportunity for their input. Below is a list of best practices and ideas provided by those LEAs to serve as an example of how the scholarship administration and distribution might be run at a LEA level. **Please keep in mind, these are suggestions only—SECU Foundation recognizes that each LEA is different and may need to modify some of these suggestions based on their LEA’s resources and time.**

1. LEA establishes how selection will be handled at the local level. Below are two options for selection from high school level to LEA level for both smaller and larger LEAs:
  - a. In a smaller LEA, it may be more efficient for high schools to send all applications submitted by the students for one district Scholarship Selection Committee to determine the recipient(s).
  - b. In a larger LEA, the individual high school could utilize a local selection committee to determine which applicant(s) will go to the LEA. LEA could ask the schools to submit their top three (can be more or less, depending on LEA preference) candidates with a letter of support from the principal or counselor verifying their selections. The LEA Scholarship Selection Committee then makes the final selection.
2. It is recommended when creating an LEA Scholarship Selection Committee to include individuals who are outside of the LEA such as members of local businesses, elected officials, community leaders, etc. to ensure equitable distribution during the selection process. (Please note, any SECU Advisory Board members, employees, or Board of Directors are prohibited from serving in this role)
3. LEAs with more than one high school should make sure they are representing their entire district when selecting recipients.
4. It is recommended that interview(s) of student applicants are conducted to aid in the selection process. This could occur at the high school and/or LEA level. Interview schedules would need to be clearly communicated to all parties.
5. LEA may want to prepare a scoring rubric to aid in the selection process. The rubric may include but is not limited to the following: considerations for preferences as identified by SECU Foundation eligibility criteria such as student has parents working in public sector, student demonstrating a financial need, or student is majoring in a public-sector field), student’s community involvement, interview observations, etc.