

# HAEF

## Anonymous Scholarship Selection Process

### Applicant

- Student mails application packet to HAEF.

### Step 1: HAEF Screening Committee

- The HAEF Screening Committee makes no decisions.
- This committee screens each application and blacks out all personal information.
- Each application is coded and sealed, ensuring anonymity throughout the process. The codes are not shared with anyone sitting on the selection committee.
- Each anonymous application will be forwarded to the Selection Committee 1.
- The Screening Committee comprises volunteers of diverse backgrounds and is approved by HAEF's Board of Directors.

### Step 2: HAEF Selection Committee 1

- This committee will select the most qualified applications to move forward in the process.
- Each selected application will be forwarded to the Finalist Selection Committee for final selection.
- This committee is made up of volunteers and approved by HAEF's Board of Directors.

### Step 3: Finalist Selection Committee (Final Selection Step)

- This committee will vote and select the finalists for each scholarship.
- Successful applicants will be sent back to the Screening Committee – decoded, and then reported to the President/CEO and Board of Directors informing them the names of the scholarship recipients.
- HAEF will email individual applicants who were not selected.
- HAEF will officially announce the names of the scholarship recipients on the website.
- Scholarship funds will go directly to the recipients college or university's Bursar Office for tuition expenses.
- This committee comprises volunteers of diverse backgrounds and is approved by HAEF's Board of Directors.

### Scholarship Awards Banquet and Ceremony

- Our recipients, donors, volunteers, board members, and all stakeholders in the community will be recognized at an awards banquet and ceremony.