



**HORATIO ALGER ASSOCIATION**  
**2024 CAREER AND TECHNICAL SCHOLARSHIP**  
**SELECTION COMMITTEE GUIDELINES**

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## ASSOCIATION MISSION STATEMENT

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The Horatio Alger Association of Distinguished Americans was founded in 1947 by Kenneth J. Beebe, president of the American Schools and Colleges Association, and Dr. Norman Vincent Peale. The Association provides role models for the nation's youth and demonstrates to them that the American Dream is within their grasp if they adhere to the simple principles of hard work, integrity, and perseverance. With the passage of time, the Association's mission has become even more important. Today's young people—perhaps in part because of their much more complex environment—need reassurance, confidence, and support from the adults in their world to turn opportunities and dreams into reality. The Association's mission is threefold:

- To induct as lifetime Members of the Association contemporary role models whose experiences exemplify that opportunities for a successful life are available to all individuals who are dedicated to the principles of integrity, hard work, perseverance, and compassion for others.
- To provide scholarship assistance to deserving young people who have demonstrated integrity and determination in overcoming adversity and who have shown the academic potential and personal aspiration to make a unique contribution to society.
- To mentor Association scholarship recipients and educate youth about the limitless possibilities that are available through the American free enterprise system, while underscoring the importance of service to others.

Thanks to the generosity of its Members and supporters, the Association provides promising young people with the resources and confidence needed to overcome their adversities and pursue their dreams through higher education. Since the establishment of its scholarship programs in 1984, the Association has awarded \$265 million in undergraduate, career and technical education, and graduate need-based scholarships to more than 37,000 students. Horatio Alger Scholars also have access to academic, personal and wellness, and professional services that enable them to overcome their challenges, complete higher education, and launch successful careers.



## **CTE SCHOLARSHIP APPLICATION TIMELINE**

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- **March 15 – June 17:** Scholarship applications are available online
- **June 17** –Deadline for CTE applicants
- **June 18 – June 26:** Applications evaluated for initial eligibility
- **June 27 – July 8:** Horatio Alger CTE Selection Committee conducts review of eligible applications and selection of CTE Scholars
- **July 15 – July 19:** CTE scholarship recipients are notified of their selection
- **August 1:** Scholarship acceptance forms due
- **August – September:** Scholars request their funds online for the fall semester

## CTE SELECTION REVIEW CRITERIA

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### What to look for in reading the application (in order by section)

1. **Applicant Information** – in order to minimize bias, you will no longer see personal information about the applicant only their appID. You will be able to see their state and date of birth only.
  - a. **Age**  
Students should be younger than 35 (born after 1988). If a student just turned 35 this year, please note that in your comments. We will evaluate if they were 35 at the time of their application.
2. **Academic Information**  
In this section you will be able to see if the student is a recent high school graduate if they are currently enrolled in the technical program or if they will begin a program in the fall.

We are looking for students who do not already have some type of degree. We ideally want students entering post-secondary for the first time but are open to students who have maybe started and stopped previously and are now committed to heading back and earning a certificate/degree. Please note those students who you believe should be awarded and have previous college credits/degrees. On **page 5**, please find specific criteria of who should be given priority when making decisions.

### *Things to consider:*

- a. **College choice**

The Association does **not** fund degrees at for-profit colleges. Should you have questions regarding if a school is for-profit, here is a [List of For-Profit Schools](#) the Association has put together to aid your review.

Please flag an application listing any schools that you know/believe to be for-profit. Applicants should plan to attend or currently attend a public or private non-profit school (i.e. community college, technical school). *\*Note that the eligibility assessment of the applications already screened for this issue, but please notify us if you recognize a school that you believe is not eligible.*

- b. **Career choice**

Things to consider: their stated major/certificate of choice as well as their career choice essay. While the eligibility criteria were very clear that we are looking for students interested in career or technical fields, it is possible that some still applied who are looking beyond a community college degree.



- If student is pursuing a Bachelor’s degree or beyond, please decline scholarship
- If you get the sense that the student is not solely looking to pursue an Associates or career/technical certificate, please flag that application for further review.
- If a student appears to only be pursuing a general studies associates degree for transfer, please decline the scholarship offer or flag for further review.

**c. Length of program**

The student should be no more than halfway through their program and have a graduation date later than 2024. If students are graduating in the winter of 2024 – it should be a short-term certificate program.

**d. Why they chose the program (short/long term goals)**

Please review this section and provide comments in your final recommendation.

**3. Financial Information**

All students you are evaluating have been marked as eligible meaning we have already looked at their income documentation (FAFSA Submission Summary (FSS) or tax document) to determine if they are eligible.

**4. Personal Essay**

This is an opportunity for students to talk about the challenge(s) they are facing and how winning the scholarship would help them overcome this. All students considered for the scholarship should have some adversity they are speaking to in this essay. Please note applicants may reference their obstacles/adversity in other parts of the application outside of the essay, which should still be considered. ***Do not evaluate essays for grammar or writing quality, but on whether they speak to the Association's values of perseverance, hard work, integrity and determination.***

**Applicant Priority: Selection (from highest to lowest)**

1. Applicant is a **current high school senior** beginning college in the fall.
2. Applicant **will be a first-time college student in the fall** (*has not previously attended college or earned college credit*), and is not a high school senior
3. Applicant is **currently or was previously enrolled at an eligible non-profit school, with no prior degree earned** (*includes Associate’s degree and/or Bachelor’s degree*). This applicant may have previously earned credits and is enrolled for the fall OR may have previously received another certificate but is planning to pursue a new career.
4. Applicant has **previously earned an Associate’s/Bachelor’s degree** and will be enrolled in the fall.



## 2024 CTE Application Online Review Instructions

The Association will assign each committee member with a limited number of applications to review. All reviews will be conducted online through the application software, SmarterSelect. Each committee member will be assigned login credentials to access the platform. You will receive an e-mail from SmarterSelect noting your assignment as an evaluator. Below is a step-by-step guide to assist you through the process.

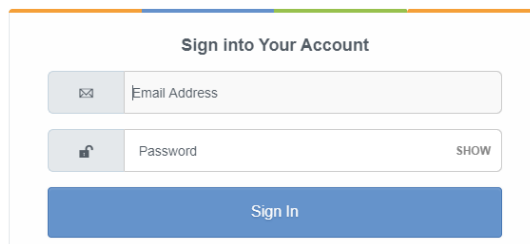
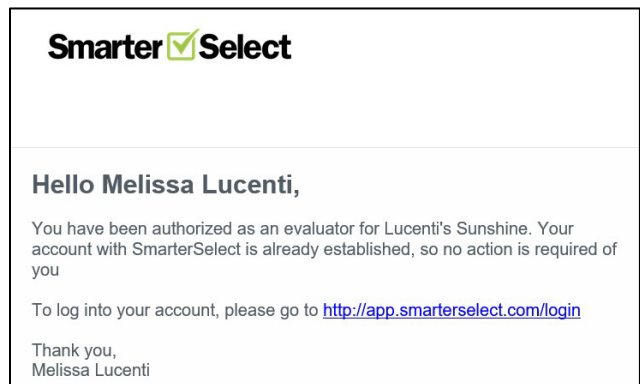
In addition, there is a general [SmarterSelect video tutorial for Evaluators](#) available on YouTube.

Should any questions, comments, or concerns arise, please feel free to email [hhale@custommanagement.com](mailto:hhale@custommanagement.com) or call 703-684-9444 ext.100 for assistance.

**Submit all evaluations for all assigned applications by Midnight on Monday, July 8.** You will not be able to edit your review after this deadline.

To begin:

1. Visit [app.smarterselect.com](http://app.smarterselect.com)
2. If you have not reviewed with us before, you will receive an invitation via email and this invitation has a clickable link "Activate Account" that will take you to SmarterSelect to establish your new user account. You will only need to create a new password.
3. If you have reviewed with us before, simply sign-in to your *Reviewer Account* at <https://app.smarterselect.com/login>.



4. Log in with your Email address and Password

5. You will be presented with the “My Evaluations” table, which serves as your home page in SmarterSelect. What you see will vary slightly from the example below.
  - a. If you evaluate more than one program for us – please make sure the large arrow menu at the top reads **2024 Horatio Alger Career & Technical Scholarship**.

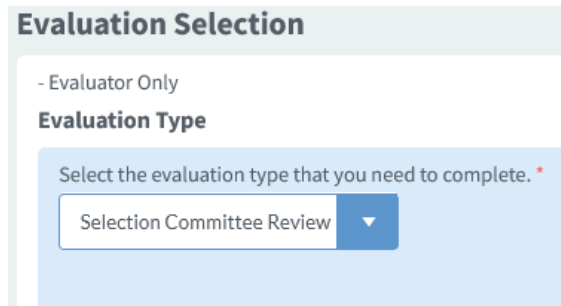
This will bring you to your evaluator’s table.

Actions	Applicant	Status	Does the student plan to a	Does the student plan to p	Does the student mention p	Does the applicant present	Recommendation	Comments
<a href="#">Read</a>   <a href="#">Print</a>   <a href="#">Info</a>	4224954	EVALUATED						
<a href="#">Read</a>   <a href="#">Print</a>   <a href="#">Info</a>	4140480	EVALUATED						
<a href="#">Read</a>   <a href="#">Print</a>   <a href="#">Info</a>	4229653	EVALUATED						
<a href="#">Read</a>   <a href="#">Print</a>   <a href="#">Info</a>	4229294	EVALUATED						

**Important items to see here:**

- **Actions** – you will want to click **Read** (NOT Print) – Read allows you to review the application online. As we have many branching questions, Print is not advised.
  - **Status** – you can see whether a review is
    - Not Started – have not opened
    - Reading – have opened
    - Evaluated – have completed
6. You can sort your table by clicking on any of the column headings. The + (shown as – above on the left-hand side) will expand your table to show additional columns & your comments section. The “i” will provide the program description and requirements for the scholarship. The direction arrows at the top of your table will allow you to navigate to other pages in your evaluations table.
  7. The status column provides your status on the evaluation –**Not Started** means it hasn’t been opened by you. Once you have begun, the status will change to **Reading**. Once you complete and submit your evaluation, the status will change to **Evaluated**. You may save your progress and return later to finish. You may make edits to your evaluations up until the deadline, even if it is completed.
  8. Use the actions column to click **Read** to review and/or score an application. We suggest right-clicking **Read** to open the application in a separate tab.

9. Once you click **Read**, you will be taken to the application. The evaluation form is integrated with the application so the scoring and/or comment fields are located by the section you are evaluating.
10. Before reading each application, select the correct Evaluation type (“**Selection Committee Review**”) so your review questions appear.



**Evaluation Selection**

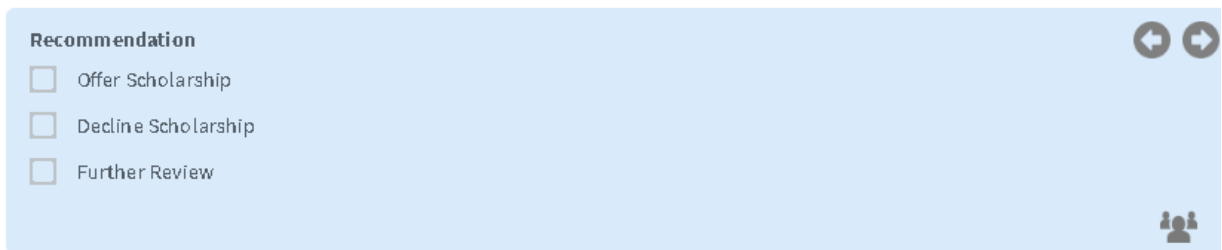
- Evaluator Only

**Evaluation Type**

Select the evaluation type that you need to complete. \*

Selection Committee Review ▼

11. All areas for you to complete are found in **blue boxes**, making them distinct from the application itself.
12. When you click on read, you will see information from the student’s application from the sections in your selection committee guidelines. You can navigate through these sections by scrolling down or clicking the menu on the right-hand side listing pages.
13. Upon completing your review, scroll to the **Review: Recommendation** section. You have three options for each applicant:
  - a. Offer Scholarship
  - b. Decline Scholarship
  - c. Further Review



**Recommendation**

Offer Scholarship

Decline Scholarship

Further Review

14. **For all applicants, please provide written comments on the adversity essay, short- and long-term goals and any additional feedback.** If a student puts in random letter combinations instead of an essay (ex – jklajdf) just to submit the application, they should not be awarded.



15. If **OFFERING** a scholarship, please check the current academic status of the student (See applicant priority selection list on **page 5**)
- a. Current high school senior
  - b. First time to college (already completed high school) and has no previous college credit
  - c. Currently enrolled college student, with no prior degree (prior certificate is OK)
  - d. Applicant has previously earned an Associate’s or Bachelor’s or certificate

**Select one of the following:**

Applicant is a current high school senior beginning college in the fall

Applicant will be a first-time college student in the fall (not a high school senior)

Applicant is currently enrolled at an eligible non-profit school, with no prior earned degree

Applicant has previously earned an Associates or Bachelors degree

16. If **DECLINING** a scholarship, please check all boxes which apply

**Select all that apply:**

Applicant is pursuing a Bachelor's degree or higher

Program of study is NOT an eligible CTE program

School is a for-profit school

Other

17. If **FURTHER REVIEW** is needed by the Association, please include a description in the comment box provided for us to assess. When complete, you may submit your recommendation.

Please explain why you are requesting further review.

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18. If you see anything in an application that you think headquarters staff should know, **you can mark the application with a Red Flag and provide comments.**

Select this option if there is something in this application that you feel the headquarters staff needs to be made aware of.

Red Flag

**Red Flag Comments:**

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19. You have the option to submit or save and finish later which are found in two places at the bottom of the application or on the right side.

Submit
   [or Save & finish later](#)

20. You can also export your review table by pressing export scores. This may help you keep track of each applicant as you go. The link to the export will be sent to your email and comes as a link that you can download as a .csv Excel file.

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Submit

[or Save & finish later](#)