



**2024 HORATIO ALGER ASSOCIATION
SCHOLARSHIP SELECTION COMMITTEE**

April 11 to April 22

2024 Horatio Alger Association of Distinguished Americans, Inc.
Scholarship Selection Committee Handbook

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ASSOCIATION MISSION STATEMENT

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.

The Members of the Horatio Alger Association are dedicated to delivering a message of hope, encouragement, and understanding to American youth. Through an Association that is grounded on the solid foundation of a half-century of service, the Members focus their energy on the future. As revealed through their long record of support on behalf of the Association, Members are dedicated to sustaining and expanding the important work of turning the possibilities and potential of young Americans into reality. In the coming years, the Association's priorities include the following:

- Seeking exemplary men and women to serve as Members of the Association and as role models for American youth.
- Increasing the number of scholarships awarded each year.
- Expanding the Association's educational programs to reach more youth nationwide.
- Increasing public awareness of the Association's work and programs.
- Establishing the Association as a national voice and information resource for the needs of youth in contemporary America.
- Increasing the Association's role in offering career support services for graduating scholars.
- Seeking additional support for the Association's programs from corporate partners.
- Building the Association's endowment fund to ensure the overall solvency of the organization for years to come.

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2024 SCHOLARSHIP APPLICATION & AWARDING TIMELINE

2023	
December 1	Scholarship applications are available online

2024	
March 15	Applications and supporting documents are due
March 22	Extended deadline for certification and support forms
March 15 to April 9	Applications validated and assigned to Selection Committee
April 11 to April 22	Horatio Alger Selection Committee conducts online review and selection of Scholars
April 23 to April 29	Horatio Alger Association headquarters finalizes all 2024 recipients
Last week of April	High school seniors are awarded; congratulatory letters and acceptance forms mailed. Recipients are posted on Horatio Alger Association website
1st week of May	High school juniors are awarded; congratulatory letters and acceptance forms mailed. Recipients are posted on Horatio Alger Association website.

2024 SELECTION COMMITTEE GUIDELINES

I. BEFORE YOU BEGIN THE REVIEW PROCESS

1. Review the mission of the Association (pg. 2).
2. Review your Selection Committee packet in full. **Pay careful attention to the 2024 Scholarship Selection Online Review Directions (pg. 8).**
3. Consider these key award criteria:
 - a. **Resiliency**
 - i. Highly resilient students:
 1. Mentally reframe experiences with adversity by viewing challenges as positive life experience rather than debilitating misfortunes. Adopting such a mentality empowers students to create a perspective where positive impacts can be identified in even dire circumstances, shape their value system to be more socio-centric rather than ego-centric, and become more mature, responsible, accountable, independent, and/or self-sufficient;
 2. Take action to remediate or counteract their adversity; they take responsibility for their own lives and seek out support to help vulnerable relatives (younger siblings, ailing parents or grandparents);
 3. Possess the motivation to endure sacrifice and hard work in the pursuit of a future free of adversity. They demonstrate the ability to delay gratification.
 4. They are able to see the world outside of themselves and give back to their communities through service.
 - b. **Belief in the American Dream**
 - i. In 2022 the Association added an essay to the application asking students to describe their American Dream and what significance the concept of the American Dream has on their life. It is important that the students selected have a vision in line with the Association's belief that the American Dream is possible for anyone.
 - c. **Academic achievement/College pathway**
 - i. GPA greater than 2.8
 - ii. High-level math courses (ideally more than algebra)
 - iii. 4 years of English

II. COMMITTEE OPERATIONS

1. Applications are assigned to committee members by state. You will only be able to read and rate applications from your assigned states.
 - a. Each application includes:
 - i. Completed online application
 - ii. High school transcript(s)
 - iii. Counselor certification
 - iv. Support form
2. **All committee members are required to complete an evaluation for each assigned applicant.** Complete the form by clicking the applicant's name, completing the evaluation and recommendation sections and pressing *Submit*.
3. Provide a rank to each applicant. Applicants will receive a National Scholarship, State Scholarship, or position on the waitlist based on their rank.

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4. Every applicant in the pool belongs there. **Unfortunately, not all students will be able to receive this scholarship.** We request that you take this under consideration as you rank some above others.

III. WHAT TO LOOK FOR WHEN READING AN APPLICATION

1. Adversity

- a. Age of Occurrence
- b. Duration of Adversity
- c. Ability to reframe experience
- d. Essays

Note: This can be one of the most difficult areas to rate. We do not seek to reward the hardest stories or the ones with the most adversities. All the applicants have a number of adversities working against them. Consider the ability of the student to continue to persevere through their adversity and if the student is likely to be successful in college given their current challenges.

2. Involvement

- a. Community Service
- b. Family Responsibilities
- c. Extracurricular Activities
- d. Work Experience

Note: A willingness to share personal gifts with others and demonstrating leadership potential are desirable traits. Consider the quality, not quantity, of service activities as well as the length of service in a given activity. Take into consideration the applicant's workload and involvement at home as well.

3. Academic Achievement

- a. Grade Point Average (GPA)
- b. Course Load and Rigor
 - i. AP/Honors, dual enrollment and counselor assessment

Note: Please consider the applicant's number of honors classes taken as it relates to the number offered. We are not penalizing those who have not had the opportunity to pursue those higher-level courses but taking into consideration those who have had the option and not selected to engage at that level.

4. Support Form

- a. The *Support Form* provides the opinion of an unrelated adult concerning the likelihood of the applicant to complete a bachelor's degree program and the potential challenges the applicant will encounter.
- b. *Support Form* providers are asked to confirm or deny adversity statements made by the applicant. Providers have access to the *Adversity Section* of the application when supplying feedback. Review comments for both credibility and strength of endorsement.
- c. Consider the *Support Form* provider's note regarding the challenges the applicant will face in obtaining their degree if it is something other than financial.
- d. *Support Form* providers should **not be related to the applicant**. If you find that a relative completed an applicant's Support Form, please contact the Association immediately.

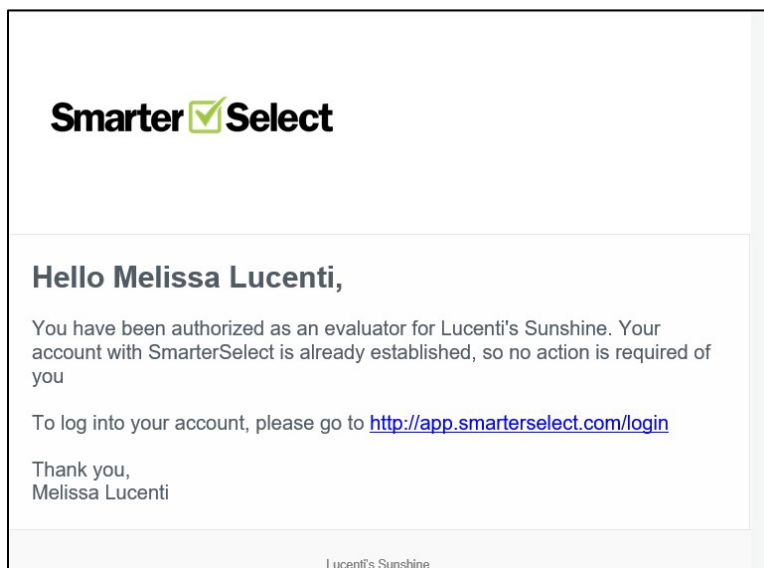
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2024 SCHOLARSHIP SELECTION ONLINE REVIEW DIRECTIONS

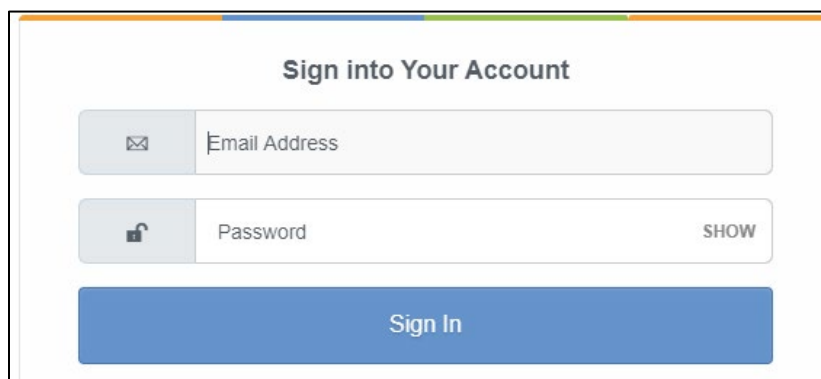
All reviews will be completed via SmarterSelect. Please follow the steps below to begin the review process.

**Applications will not be assigned to you until the week of selection, but we do ask you create an account and familiarize yourself with the software prior to the start of the selection that week. **

1. If you have not reviewed with us before, **you will receive an invitation via email by April 10th or 11th** 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.



2. If you have reviewed with us before, simply **sign in to your *Reviewer Account*** at <https://app.smarterselect.com/login>



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3. 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. If you evaluate more than one program for us – please make sure the large arrow menu at the top reads 2024 Horatio Alger Scholarship Application.

Actions	Applicant	Status	State	Adversity Rating	Involvement Rating	Academic Rating?	Additional Comments	Rank
Read Print Info	3486040	NOT STARTED	GA	-	-	-	-	-
Read Print Info	3353684	READING	VA	-	-	-	-	-
Read Print Info	3518463	READING	NY	-	-	-	-	-
Read Print Info	3485113	READING	MI	-	-	-	-	-
Read Print Info	3401787	EVALUATED	NC	-	-	-	-	-

4. Use the actions column to click **Read** to review and/or score an application.
5. 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.
6. The status column tells you your status on the application –**Not Started** 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 and you may make edits to your evaluations up until the deadline, even if it is completed.
7. 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 particular information you are evaluating.
8. You will be reviewing three major sections – **Adversity**, **Involvement** and **Academic Achievement**
9. All areas for you to complete are found in **blue boxes**, making them distinct from the application itself.

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2024 Junior Horatio Alger Scholarship Application

 **Helpful Tip**
Provide your evaluation answers in all the blue-shaded Evaluator areas.

Evaluation Information
Evaluator Name: Heather Hale
Evaluation ID: 6354719
Status: Reading
Eval Submitted:
Last Modified: Apr 05 2024 10:13 EDT

Applicant Information
App ID: 04562238
Cycle: None
Last IP Address: 34.120.172.148

- Evaluator Only

Evaluation Information

- Evaluator Only

Evaluation Type

Please respect the confidentiality of the application process. If you feel that you will be unable to be impartial to an applicant, please contact our offices immediately and we will remove the application from your assignments.

Evaluation criteria is addressed below.

Please select the evaluation type that you need to complete. *

Selection Committee Review ▼

Elements of what you will see in the three review sections include – what to consider; what are the applicable parts of the application; and how you rate the candidate in that category. Comments are requested, but not required, at the end.

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Online Review Directions – continued

The screenshot shows a web interface for an evaluator. At the top, it says "- Evaluator Only" and "Review: Academic Achievement". Below this is a light blue box containing two sections: "Consider the following:" with a bulleted list of criteria (Course Load & Rigor, AP/Honors, Grade Point Average (GPA), Class Rank, Counselor Assessment) and "Application Sections & Questions of Relevance:" with a bulleted list (Transcript, Certification Form). Below the blue box is a form for "Academic Rating?" with a dropdown menu, navigation arrows, and a user icon.

10. Transcripts are included with the application for your review. PDFs and image files can be viewed directly in the application by clicking the eye/view icon. To download and open all other files for review, click the download cloud icon. You can right click on the download icon and select open in new tab. This will not download the transcript, but rather open in a larger view than the can be seen in the preview window.

The screenshot shows a file upload interface titled "Upload your transcript". It features a "Replace File" button with a paperclip icon, a view icon (eye), and a download icon (cloud with arrow). Below the button, it states "Maximum File Size: 20MB". At the bottom, it shows "Uploaded File: No_File_uploaded.pdf (30 KB)".

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- Evaluator Only

Review: Adversity



Consider the following:

- This can be one of the most difficult areas to rate.
- We do NOT seek to award applicants with the most adversities, but we are looking for applicants with demonstrated resilience.
- Consider the ability of the student to continue to persevere through their adversity
- Consider if the student is likely to be successful in college
- The Support Form provides the opinion of an unrelated adult concerning the likelihood of the applicant to complete a bachelor's degree program.
Contact the Association immediately, if you find that a relative completed the applicant's Support Form.
- Applicants should express practical belief in the American Dream today, not supportive or critical in theory; and understand how it allows them to choose their path for the future.

Application Sections & Questions of Relevance:

- Adversity Questionnaire
- Essays
- Support Form
 - Review comments for credibility and strength of endorsement
 - The Support Form provider is given access to the Adversity Section of the application when supplying feedback. Does the provider confirm or deny the adversity statements made by the applicant?
 - Applicant's ability to succeed in college

Adversity Rating *

American Dream Rating *

This year we are also asking you to rate the American Dream essay based on the practical support and belief that an applicant has for this concept and how it affects their future. We are looking for students who believe in, and support the Association's goal to "dispel the belief that the American Dream is no longer attainable."

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- Evaluator Only

Review: Involvement


Consider the following:

- Demonstrating leadership potential
- Consider the quality, not quantity of service activities
- Willingness to share personal gifts with others
- Willingness to give back
- Consider the applicant's workload

Application Sections & Questions of Relevance

- Community Service
- Work Experience
- Extracurricular Activities
- Family Responsibilities

Involvement Rating *



- Evaluator Only

Review: Member Essay

Select the option below, if you would recommend this essay to be shared with the member or member's family. *




Yes, share this essay.

11. Final recommendations are made using this page – **your rank is also submitted here.**

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- Evaluator Only

Recommendation & Ranking

Additional Comments

Min words required: 0 | Max Number of Words: 150

Not Recommended

- Check this box if the applicant should **NOT** be considered for an award.

Do NOT Recommend

Other

2nd Review

- Check this box below if you would like to request a second review for this application.

Request 2nd Review

Notes for 2nd Reviewer

Min words required: 0 | Max Number of Words: 150

Rank *

We will assist in providing you a report that can be used to sort/filter your evaluation data to help you rank your states. We are also able to assist you in entering this data.

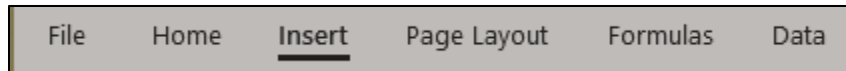
Program	Evaluation	Status	Evaluator's		Applicant's E-Mail	State	Ev - Adversity		Ev - Involvement		Ev - Academic		Ev - Additional Comments	Ev - Not Recomm	Ev - Rank
			First Name	App ID			Rating	Ev - Comments	Rating	Ev - Comments2	Rating?	Ev - Comments3			
2022 Junior	4714129	Reading	Heather	3353684	Test App	mjohnston@horatioa VA		No adversity discussed	Average	Helps	Average	Going to college		Small Notes here	
2022 Junior	5049924	Reading	Heather	3485113	Eligible	wugdanalwasim4@g MI	Below Average				Average			Test	2
2022 Junior	5051187	Evaluated	Heather	3373185	Eligible	akreyes2@cps.edu IL	Average				Average			Do NOT Recommend	30
2022 Junior	5051188	Evaluated	Heather	3373828	Eligible	2023.molly.brester@ NE	Average		Above Average	Does things	Below Average				
2022 Junior	5051189	Evaluated	Heather	3374130	Eligible	chikoworem2023@pc MO	Ideal	Test	Below Average	Test					
Total				5											

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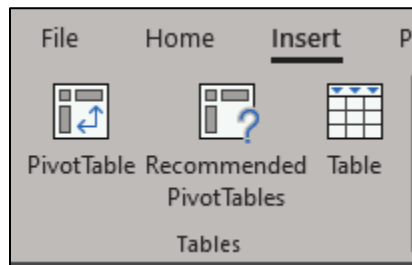
You can easily delete the columns that don't have the data you need and can still do ranking on this form. Please remember to put those ranks back on your evaluations or submit your excel worksheet to Heather and she will enter the ranks on your behalf!

We recommend you do this with this excel file to ensure data integrity:

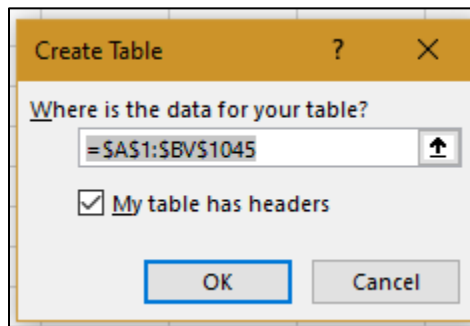
1. After you open the file – Select Insert from the top menu



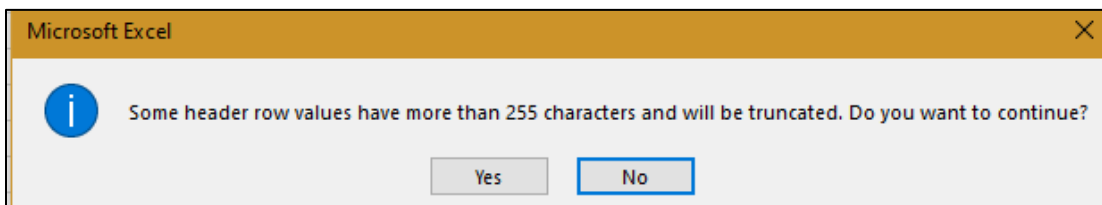
2. Click on the first cell A1 that contains your data



3. Select **Tables** from the Table Grouping on the Insert Tab
 - a. This will automatically select all of your data

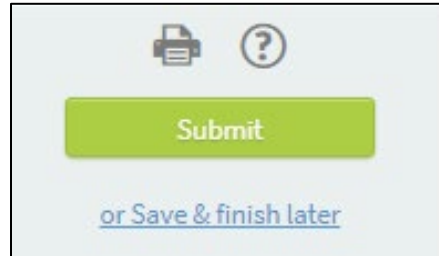


4. Verify that the “My table has headers” box is checked and click **OK**.
5. If you see this message, click **Yes** to continue.
 - b. This will allow you to sort columns based on any of the questions that you want and will keep the data grouped with the correct applicant. You can also delete the columns that do not contain information or contain the score data.

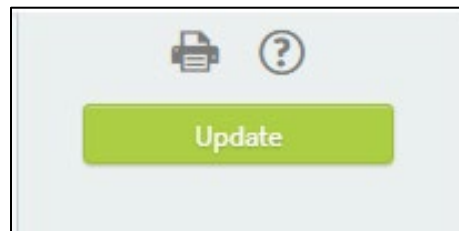


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12. Click **Save & finish later** to save your progress and return at a later date. After completing your review on that application, press **Submit**. This will mark the evaluation as **Evaluated** and help you know what you have left to review.



13. You can review an application that you have evaluated by clicking read on the original chart. You will find an update button in place of the submit button. Best practice is not to submit until you are ready so that all applications will be shown in “not started” or “reading” phase on your chart.



14. Submit all rankings for all assigned states by **12:30 pm on Monday, April 22**. You will not be able to edit your review after this deadline.

PLEASE NOTE

All applications include the option to mark as “Do Not Recommend”. You will find this option at the bottom of each individual application review page in the final Recommendation & Ranking section. We ask that you still rank each application, but, if you feel an application does not align with our selection criteria, you may now mark that application accordingly.

A screenshot of a form section titled "Not Recommended" in a blue box. Below the title is a bullet point: "Check this box if the applicant should NOT be considered for an award." There are two checkboxes: the first is labeled "Do NOT Recommend" and the second is labeled "Other".

2024 SCHOLARSHIP SELECTION SCREENING PROCESS

1. Application Evaluation and Scoring Process

All applications received are scored by the computer rating system and reviewed for completeness. Applications are scored and weighted across six different areas:

- **40%** Adversity
- **25%** Academic Achievement
- **12%** Work
- **10%** Financial Need
- **8%** Community Service Activities
- **5%** Co-Curricular

2. Scholarship Committee

Top applications are submitted in April to the Selection Committee. The Committee is composed of Association Members, high school and college educators from across the nation, and Horatio Alger Association Alumni Scholars.

3. Scholarship Verification and Notification Process

Scholarship Committee recommendations that are reviewed by Horatio Alger Association senior staff to ensure the accuracy of application materials and the consistency of recommendations within the Association's programmatic guidelines.

National and State Scholarship awardees are notified by telephone, email, and mail. Once awardees have signed-off online, letters are sent to notify principals that a student at their school has been awarded a scholarship.

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2024 SCHOLARSHIP AWARD NUMBERS

State	# of State Scholars	# of National Scholars
TOTAL	557	105
Alabama	8	2
Alaska	5	1
Arizona	11	2
Arkansas	5	2
California	53	7
Colorado	9	2
Connecticut	5	2
Delaware	5	1
District of Columbia	5	1
Florida	25	4
Georgia	50	4
Hawaii	5	1
Idaho	5	1
Illinois	19	4
Indiana	10	2
Iowa	5	2
Kansas	5	2
Kentucky	7	2
Louisiana	7	2
Maine	5	1
Maryland	9	2
Massachusetts	9	2
Michigan	15	3
Minnesota	9	2
Mississippi	5	2
Missouri	9	2
Montana	5	1
Nebraska	5	1
Nevada	5	1
New Hampshire	5	1
New Jersey	14	3
New Mexico	5	1
New York	23	4
North Carolina	15	2

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State	# of State Scholars	# of National Scholars
North Dakota	5	1
Ohio	17	3
Oklahoma	7	2
Oregon	6	2
Pennsylvania	17	3
Rhode Island	5	1
South Carolina	8	2
South Dakota	6	1
Tennessee	15	2
Texas	35	5
Utah	7	2
Vermont	5	1
Virginia	13	2
Washington	11	2
West Virginia	5	1
Wisconsin	8	2
Wyoming	5	1

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2024 SELECTION COMMITTEE

Dr. Mack Armstrong

Chairman of Scholarship Selection Process

Assistant Executive Director, Retired
Washington Association of School Administrators
marmstrongj@comcast.net

Kay Baker

Director, Retired
Pat May Center, Staff Development Center, HEBISD
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The Honorable Barbara Barrett

25th Secretary of the United States Air Force
Member, Class of 1999

Bart Barrett

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