

## 2009-10 Renewal Scholarship Criteria & Important Information

### The Basics

- Renewal Scholarships provide Alumni Scholars with an opportunity to renew their initial scholarship award by performing service to the UCLA Alumni Association and UCLA community. The Association hopes that Alumni Scholars will become involved in campus events and organizations, increase their connections to the University, build their leadership skills at UCLA and stay involved with UCLA as alumni.
- Renewal Scholarships are available to Alumni Scholars who received an award upon entering UCLA as freshmen in fall 2007, 2008 or 2009 or upon entering UCLA as a transfer student in fall 2009. The Renewal Scholarship amount will be the same as the original award or first-year payment. State finalists will receive second, third and fourth payments of their original Freshman or Dr. Ralph J. Bunche awards by meeting the criteria of the Renewal Scholarship. Students who entered as freshmen can renew for up to three years; transfer students can renew up to one year.
- **Read carefully:**
  - **All Alumni Scholars who entered as freshmen in 2007 and 2008 must complete a minimum of 36 units per year and maintain a 3.0 cumulative GPA by the end of spring quarter to renew your Alumni Scholarship for the next year of study.**
  - **All Alumni Scholars who entered as freshmen in 2009 must complete a minimum of 36 units per year and maintain a 2.0 cumulative GPA for the 2009-10 academic year.**
  - **Alumni Scholars who entered as transfer students in 2009 must complete a minimum of 36 units per year and maintain a 3.0 cumulative GPA for the 2009-10 academic year.**
  - **All Alumni Scholars who entered in 2009 must attend at least one Renewal Scholarship Information Workshop in October.**
  - **Failure to meet these academic standards will result in ineligibility for the Renewal Scholarship regardless of completed service and met deadlines.**

### The Renewal Process

#### 1) Turn in your Renewal Agreement

- In order to be eligible for the Renewal Scholarship, you must read and sign the Renewal Scholarship Agreement and return it by **Jan. 27, 2010**. Students will not be eligible to renew their scholarship if this agreement is not returned on time to the ASC advisor, at the James West Alumni Center.

#### 2) Begin completing service hours

- A combination of 30 hours of volunteer service to the UCLA Alumni Association and the UCLA community must be completed by **May 10** to renew your scholarship.
  - ✓ A minimum of three hours of Alumni Association service (may include many ASC and SAA activities) must be completed in order to renew your scholarship, not including the one hour of service you receive by attending the ASC fall, winter or spring quarterly meetings. You are encouraged to complete more service through the Alumni Association beyond the three-hour requirement.
  - ✓ 10 hours of service must be with UCLA, three hours specifically with an Alumni Association service opportunity. UCLA service is any service performed with a UCLA group, club,

department or approved University organization. It does not include service that is performed for any type of payment or course credit.

- ✓ The remaining 20 hours of service may be completed in the Los Angeles community. Los Angeles community service must be facilitated and or supervised by an official, non-profit organization. Volunteer hours proselytizing religious and partisan political groups are not eligible. The service must be unpaid, charitable, and take place within Los Angeles County. Students must all turn in a proof of service letter on the non-profits letter head stating the hours served with their organization.
- Beginning Sept. 24, students can visit the [www.alumnischolarsclub.org/s\\_opps.php](http://www.alumnischolarsclub.org/s_opps.php) to review a list of service opportunities at the Alumni Association and UCLA. The list is updated continuously, so be sure to check back regularly. The list of UCLA service activities is a sample of possible opportunities on campus; we encourage you to seek your own.
- Every two weeks the Alumni Scholarship staff will send out an e-mail with current Alumni Association and UCLA service opportunities. This is the best way to get up-to-date information on service projects. If you do not receive these e-mails, please contact the ASC advisor.

### 3) Report your service hours

- Visit [www.UCLAumni.net/RenewalScholarship](http://www.UCLAumni.net/RenewalScholarship) to log your hours online.
  - ✓ Enter your last name and UID in the log in box
  - ✓ Click on the ASC icon
  - ✓ Click on Submit Report
  - ✓ Enter your service hours and the contact information of the project supervisor
  - ✓ Record which type of service you have completed: Alumni Association or UCLA
- Be sure to keep track of your remaining balance. All service must be completed and recorded in the online system by **May 10**. Service hours completed or recorded after May 10 will not be accepted.

### 4) Participate in a Renewal Scholarship Interview or Renewal Scholarship Workshop

- **First- and third-year students, and first-year transfer students:** Renewal Scholarship interviews will be held **May 23. Mark this date on your calendar now – this interview is mandatory and completes the Renewal Scholarship process.** Interviews provide an opportunity to discuss your past year at UCLA with veteran Bruins. It is a great opportunity to meet successful alumni, build new relationships and discuss what it means to be a Bruin leader. You will be able to schedule your interview appointment time online in May just after the service deadline of May 10. It is your responsibility to comply with this appointment time. If you do not attend your interview you will not be able to renew your scholarship. Any questions should be addressed to your ASC advisor.
- **Second-year students:** Renewal Workshops will be held on May 23. **Mark this date on your calendar now – this workshop is mandatory and completes the Renewal Scholarship process.** During this brief 30-minute workshop you will complete a form that will give Alumni Scholarships information on all of your activities at UCLA beyond the service you report online. You will be able to designate a preference for the workshop time that works best for you. All times will then be assigned in May.

## Studying Abroad, Leave of Absence, or Graduating Early

### Notification:

- You must notify your ASC advisor at least **one-quarter prior** to your departure. If you plan to study abroad or take a leave of absence, an e-mail must be sent to Michelle Sproat at [MSproat@UCLAumni.net](mailto:MSproat@UCLAumni.net) stating the planned dates of travel and quarters away from campus. In addition, please indicate if the study abroad program is Education Abroad Program (EAP) affiliated with UCLA, or a separate non-UCLA program. If you plan to graduate early, you must e-mail your planned graduation date.

## Service:

- **For students away one quarter of the academic year**, Renewal Scholarship requirements remain the same. You must complete 30 hours of service, with a minimum of three hours with the Alumni Association or ASC, by the specified deadline. Renewal Scholarship money will be disbursed the following academic year.
- **For students away two or more quarters of the academic year**, two options are available:
  - 1) You may complete 30 additional hours of service (60 total) in the year before you study abroad or take a leave of absence.
  - 2) You may complete 30 hours of service during your fourth or final year at UCLA. If you choose to complete the service requirement during the fourth year, 30 hours of service, with a minimum of three hours with the Alumni Association or ASC, must be completed by the end of winter quarter. Renewal Scholarship money will be disbursed during the fourth or final year you are completing service.
- Specification of your selected option is required in the above-mentioned formal e-mail notification and is required at least one quarter prior to your departure from the University.

## Disbursements:

- Students studying in a UC EAP will receive Renewal Scholarship payments in the usual manner through their UCLA BAR accounts.
- Renewal Scholarship awards will not be disbursed through BAR if the study-abroad program is not through UC EAP. Renewal Scholarship payments will be deferred until the next quarter at UCLA.
- A one-quarter absence in a non-EAP program will result in the Renewal Scholarship payment being disbursed into the two remaining quarters of that same academic year.
- Students who plan to graduate one or two quarters early may have their scholarship applied to the remaining quarter(s) of that same academic year.
- Students who plan to graduate a complete academic year early will forfeit their fourth or final year's payment.

## Stay Informed

- **E-mail** is the primary tool the Alumni Scholarship staff uses for communicating with 700 Alumni Scholars. **It is your responsibility to keep the Alumni Scholarship staff informed of any contact information and e-mail changes throughout the year by updating your *ASC Profile* at [www.uclalumni.net/RenewalScholarship](http://www.uclalumni.net/RenewalScholarship). Log in with your last name and UID.** If we do not have your correct e-mail address on file, you will not receive important announcements and reminders.
- **Renewal Scholarship Information Workshops** will be held in fall quarter. It is mandatory that new students attend one of these workshops to fully understand the Renewal Scholarship process. The workshops are identical; see dates below.
- If for any reason you do not complete all the necessary requirements for the Renewal Scholarship, your award will not be renewed. However, you will be eligible to participate in the Renewal Scholarship process the following year.

- For information, contact the ASC advisor Michelle Sproat at 310-206-0663 or by e-mail at [MSproat@support.ucla.edu](mailto:MSproat@support.ucla.edu).

**To avoid missing an easy opportunity to receive the Renewal Scholarship, mark these important dates in your academic planners.**

- **Sept. 21**           **Renewal Scholarship service begins**
- **Oct. 2**           **Renewal Scholarship Information Workshop\***
- **Oct. 5**           **Renewal Scholarship Information Workshop\***
- **Oct. 6**           **Renewal Scholarship Information Workshop\***
- **Oct. 7**           **Renewal Scholarship Information Workshop\***
- **Oct. 8**           **Renewal Scholarship Information Workshop\***
- **Jan. 27**          **Mandatory Renewal Scholarship Agreement due**
- **May 10**          **Last day to complete Renewal Scholarship service**
- **May 10**          **Last day to log Renewal Scholarship service online**
- **May 23**          **Mandatory Renewal Scholarship Interviews and Workshops**

**\* It is mandatory that all new Alumni Scholars entering in 2009 attend at least one Renewal Scholarship Information Workshop.**

**Key Dates:**

**All dates mentioned in this handout can be found on the Renewal Scholarship Key Dates calendar at <http://www.uclalumni.net/Scholarships/renew/keydates.cfm>.**