The Cape Cod Foundation Scholarship Committee
Roles and Responsibilities

The Cape Cod Foundation awards more than $700,000 in scholarships every year to deserving local high school, college, and adult students.

Computers can easily rank candidates by financial need or academic merit. However, they cannot measure heart, drive, desire, or talent—qualities that help individuals circumvent obstacles and overcome hardships to become successful contributors to society. Our scholarship committee members bring diverse life experiences, outlooks, local knowledge, and human touch to the selection process. They are passionate about education and committed to helping local students achieve their goals. They are also invested in ensuring recipients are selected in a fair and consistent way.

Responsibilities:

- Attend a brief orientation session for new members and annual training sessions
- Learn how to navigate and utilize our online scholarship portal
- Spend time individually evaluating and reviewing online scholarship applications based on materials that staff will provide you
- Attend one review meeting in the spring
- Under the guidance of Foundation staff, make recommendations on recipients for each assigned scholarship to the Foundation Board for final approval
- Work with other committee members in a team environment
- Understand the need for fairness, objectivity, and non-discrimination within the scholarship selection process
- Focus on the specific selection criteria in determining the award winners
- Participate in revisions and refinements of the scholarship application and review process
- Ensure that broad outreach is conducted that is inclusive and accessible to all populations on Cape Cod
- Maintain a high level of confidentiality
- Reveal any conflict of interest with potential scholarship applicants

Time Commitment:

- Orientation/Training – 1 hour
- Application Review – 5-7 hours (on average 25 applications are assigned)
- Scholarship Selection Meeting – 2 hours

Conflict of Interest: The Cape Cod Foundation abides by a conflict of interest policy and tax laws, which prohibit any selection committee member, with a significant relationship, direct or indirect, familial, business, employment, or any other kind, to a scholarship applicant, from participating in the discussion or influencing the decision on that application. All awards must be objectively based on stated criteria (contained in the founding instrument) without regard to other factors not contained in the application. Committee members with a conflict should disclose that fact and not vote for that recipient. The Committee chair is expected to restrict or redirect the member’s participation in the discussion if there is an indication of improper influence for or against the applicant.

Confidentiality: In the course of their work, scholarship review committee members will come into possession of information which must not be revealed to anyone else. This includes information from applications and other documents supplied by staff or outside sources, especially financial and academic information. The integrity of the scholarship award process depends upon the confidentiality of such information, and committee members are expected to observe that confidentiality.