**Scholarship Program Check List**

* Complete the scholarship assessment and set goals for the year ahead
* Poll your brothers to determine what incentives would work best for them in their academic pursuits
* Collect individual class schedules, majors, and current GPAs of brothers
* Have brothers set their own academic goals. Consider using these goals within your academic plan to celebrate and incentivize brothers to meet and exceed their goals
* Determine who your high academic achieving brothers are and solicit their help in supporting brothers who are struggling in similar classes and majors
* Determine which brothers are not meeting your chapter/colony requirements for membership and those who are very close to not meeting standards. They will need extra support and guidance
* Make sure the chapter/colony bylaws reflect member obligations for not meeting bylaw GPA requirements and what academic bad standing/probation entails
* Collect information (location, purpose, contact information) about all academic support services on your campus
* Work with the colony “D” to determine your scholarship budget
* Reference the scholarship resource guide to help you construct your scholarship program
* Create an action plan to achieve the chapter/colony goals
* Create a system to compliment and help complete the action plan. This system could be points related to help brothers with their academics with incentives.
* Create a monthly calendar breakdown for the entire year you are holding the scholarship chairman position of important chapter/colony events, fixed meetings, midterms, and finals
* Create a plan with your scholarship committee for how you will specifically engage and support associate members while they are acclimating to their studies as part of the brotherhood
* Create an academic development plan that works with your chapter/colony’s calendar. This looks like planned workshops, guest speakers, and facilitated conversation throughout the year during chapter/colony meetings to help support your action plan
* Work with your scholarship committee, scholarship/faculty advisor to bring all these elements together to create your details scholarship program
* Educate your brothers about the program at the start of each term, communicate goals, current goal progress, and consistently educate brothers on academic performance tips.