



Delta Mu Delta

INTERNATIONAL HONOR SOCIETY IN BUSINESS

August, 2009

TO ALL FACULTY ADVISERS:

www.dmd-ntl.org/scholarships

It is now time to begin promoting the **2010** Delta Mu Delta Scholarship Program. The purpose of the program is to encourage scholarship and continued education for students in business programs and help the schools realize their basic goal of scholastic achievement. This year's program will award **26** scholarships and up to **21** honorable mentions totaling **\$31,100**. See the poster for a listing of specific awards. Included below are some ideas and suggestions that may help to improve the visibility of the Scholarship Awards Program as well as enhance the chances of award recipients being named from your school. **Each chapter is strongly encouraged to submit at least one application for the program each year.** Participation in the Scholarship Program (at least one application submitted) meets one of the criteria for being named a Star Chapter.

PROMOTE THE 2010 SCHOLARSHIP PROGRAM

ANNOUNCE the program in your classes and encourage all business faculty to do the same.

PUBLICIZE the program on the campus and/or any campus business newspapers. Display the Posters announcing the Scholarship Awards Program in prominent locations throughout the Business Dept. While posters are online, you can request additional posters by email from:
dmd@deltamudelta.org

NOTIFY the President, Dept. Dean, and Department Chairs of the program and encourage their support.

NOTIFY the Financial Aid, Advisement and Admissions Offices of the program. Provide them with a copy of the Scholarship Poster to display in their offices. Include a Scholarship Application Packet with the address to get additional copies from our website –
www.deltamudelta.org/scholarships

PROVIDE INFORMATION TO INTERESTED STUDENTS

INFORM students in business administration of the Delta Mu Delta Scholarship Awards Program when they ask about financial assistance.

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HINTS - When applicants ask for hints to improve their scholarship application, cover some or all of the following points:

All Questions on the Scholarship Application form must be answered. Complete discussion of the questions is critical and this may require attachments. The Scholarship Judges can only judge the applicants on the information provided. Applications must be thorough and cover all issues that will assist the Judges in their evaluation of the student.

Encourage the applicants to obtain the transcripts and written recommendations from the appropriate persons so that the application package can be mailed with all supporting documents included. The applicant must include at least two written recommendations but can provide a maximum of three.

Quality is important in both the content of the application *and* the visual presentation (i.e. the application should be completed as if it was being prepared for one's boss -- all questions answered completely, all required documentation included, complete accuracy in spelling, grammar, word usage and printing.) *APPLICATIONS WILL BE SCANNED FOR EACH JUDGE.* All information must be legible — i.e. typed or printed with an easily readable font and point size.

ASSIST THE APPLICANTS

REGISTRAR COOPERATION - Help in securing the cooperation of the registrar to have a transcripts issued promptly and given to the student so that all the material may be mailed together to the Scholarship Program by the March 1st deadline. The transcripts can be provided to the student in a sealed envelope.

ASSIST the student in reaching the Professor and/or Head of the business unit (or other college or university officer, department Chair, Dean, Vice President, Registrar, etc.) for the recommendations. Emphasize to the writers of the recommendations that the applicants are judged on the basis of three criteria which are: Academic Record and Performance, Leadership & Service to the Academic Institution & Community, and Character & Ethical Behavior. It is very important that each of these topics be addressed in their recommendations. They should be encouraged to complete the Recommendation Form for the Scholarship Program. However, a recommendation on their letterhead is acceptable if it utilizes the format and addresses each of the criteria on the Recommendation Form.

FOLLOW UP, if possible. Make certain that those asked to provide recommendations do so, and in a manner that gives proper credit to the student. Encourage them to provide these written recommendations to the students {sealed envelopes} so that all materials can be mailed as one packet.

YOUR HELP IS CRUCIAL

As always, your help is crucial to the success of this program. We want each applicant to present as effective an application as possible. Copies of all materials may be downloaded from our website at www.dmd-ntl.org/scholarships. Applicants **MUST** use the current forms indicating a revision date of 2009.