

Faculty Representative Guidelines for the Morris K. Udall Scholarship Nomination Process



Morris K. Udall Foundation

CIVILITY, INTEGRITY, CONSENSUS

Mission of the Foundation

Morris King Udall's career was distinguished by civility, integrity, and consensus. Consistent with these values, the Udall Foundation is committed to increasing awareness of the importance of the nation's natural resources, and to training Native Americans and Alaska Natives in the areas of health care and tribal public policy.

Goals of the Udall Scholarship Program

The Udall Scholarship seeks to reward undergraduates with the commitment and potential to make significant contributions to the fields of the environment, tribal health, or tribal governance.

Up to \$5,000 awarded to approximately 80 scholars.

General Reminders

- This year's receipt deadline is March 3, 2005.
- The scholarship program is NOT solely for Native Americans and Alaska Natives.
- For those faculty representatives nominating Native American or Alaska Native students, pay particular attention to our definition of who is eligible. All Native American and Alaska Native students should note that documentation of their tribal affiliation must be provided with the application.
- All scholarship materials are available on the Foundation's website at www.udall.gov. You are not required to submit student nomination packets on original forms, as we only print enough packets to send ONE original to each institution. Please use the electronic versions or photocopies. We recommend keeping the original materials on file in your office for reference.



Qualities of Nominees

Demonstrated commitment to improving or preserving the environment.

For Native American or Alaska Native students, a demonstrated commitment to health care or tribal public policy.

Potential for significant future contribution to his or her chosen field.

Who is a Typical Udall Scholar?

There really is no “typical” Udall Scholar. Udall Scholars have a broad range of academic backgrounds and environmental, tribal governance, or health experience with an equally broad scope of potential careers. Majors represented by Udall Scholars include, but are not limited to: environmental science/ studies/engineering, agriculture, biology and other natural sciences, natural resource management, political science, sociology, anthropology, geography, cultural studies, American Indian studies, philosophy, tribal policy, economic development, history, English, theater, ecology, landscape architecture, and public health.

It is anticipated that the candidate’s plan of study will include coursework in ethics and public policy and/or public or community service experience in the area of the candidate’s career field.

Who is Eligible?

Two-year and four-year institutions are eligible to nominate a total of six students from either or both categories, although it would be ideal if the total be equally divided between them. (If you wish to nominate more than six students, please contact the Foundation. We will consider all requests on a case-by-case basis.) To be considered, a student must be nominated by his or her college or university using the official nomination materials provided to each institution. **Only undergraduate sophomores and juniors may be nominated. Graduating seniors and first-year undergraduates (regardless of number of credits) are not eligible.**

“Sophomore” is defined as a student who plans two more years of full-time undergraduate study beginning in the fall semester. “Junior” is defined as a student who plans one more year of full-time undergraduate study beginning in the fall semester. Scholars selected during their sophomore year may be renominated by their institution during the next year’s competition. Nominees who were not selected from last year’s competition may also be nominated again. If you are re-nominating a student who was not selected last year, we encourage you to contact the Foundation for feedback. Students often find success when reapplying.

In the case of scholarships in the areas of tribal policy and health care, nominees must be Native American or Alaska Native. For the purposes of the Udall Scholarship Program, a Native American or Alaska Native is any individual who is (1) a member of an Indian tribe or band, as membership is defined by the tribe or band, including any state in which the tribe or band resides; (2) a descendent, in first or second degree, of a member of an Indian tribe or band, as membership is defined by the tribe or band; (3) considered by the Secretary of the Interior to be an Indian for any purpose; or (4) an Eskimo, Aleut, or other Alaska Native. Documentation must be provided.

Tips for Faculty Representatives

- Become familiar with the Foundation’s website at www.udall.gov.
- Visit <http://www.udall.gov/pdf/janeudalltips.pdf> for “Insight from a Former Reader”.
- Understand the goals of the Udall Scholarship Program.
- Become familiar with the nomination process and materials.
- Become familiar with the rating sheet used when reviewing the applications (included in the nominee booklet, and posted on the website).
- Vigorously recruit candidates to apply. Posters and media alerts often stimulate students to inquire about the award. Email the Udall Foundation for extra posters to hang around campus. Be sure to write your name, contact information, and campus deadline on each poster. Post numerous ads in student newspapers and campus daily bulletins. Consider posting scholarship information on your institution’s web site.
- Hold a few general Udall Scholarship information sessions for interested students on campus. Invite former Udall Scholars on campus to participate.
- Start the nomination process far enough in advance to ensure a wide solicitation of candidates from various departments and schools, and the selection of the best nominees.
- Involve other faculty members in identifying candidates. Consider forming a scholarship committee with faculty members from various departments.
- Contact the directors of distinguished undergraduate programs and honors programs to get them involved in the recruitment process.
- Contact the advisors of institution-sponsored honor societies, clubs, and organizations related to environmental fields, health care, public policy, and Native American affairs.
- Contact the student leaders of campus environmental and Native American clubs and have them announce the scholarship at their weekly meetings.
- Interview potential nominees to help identify strong candidates as well as to help the students articulate accomplishments and goals.
- Encourage candidates to begin early preparation for the competition.
- Aid candidates in defining their educational and career goals in relation to the goals of the Udall Scholarship Program.
- Encourage your nominees to put a lot of thought into answering question #7 on the application.
- Set an internal deadline a few weeks before the nominations are due. Work with the students on improving the application. Nominees should have a few individuals look over their application and proofread the essay. They should then use this time to make necessary improvements.
- If writing a letter of recommendation for more than one nominee, clearly distinguish the accomplishments and qualifications of each individual.
- **Read the letters of recommendation before forwarding them to the review committee. If you feel a letter is weak and does not do service to the nominee, have the nominee get a replacement letter.**
- Keep in mind that the nomination process can be time consuming for faculty representatives and students. We often hear that students learn and benefit a great deal from this process regardless of the outcome. We recommend students keep a copy of the completed application on file, as it is often useful in filling out other applications for fellowships, graduate programs, etc.
- Contact the Foundation with questions about recruiting strategies, the nomination and selection process, or anything else that may come up.

“It was with great honor that I accepted this scholarship, which helped to make my dreams more tangible. ...I am proud beyond words to be a part of the vision that Mr. Udall promoted during his life.”

Meleesa Johnson, 1999 Udall Scholar
University of Wisconsin, Green Bay



Selection Process

Applications are read by state of legal residence, and grouped by region. Readers are instructed to choose the very best applications, regardless of region. Because students from the same institution will not necessarily be in the same region, they might not be in direct competition with each other.

Readers work in pairs. Their backgrounds vary, from professors of environmental policy and science, EPA officials, directors of scholarships and honors programs, to representatives of Native American interests. (Native readers read the Native American health care and tribal policy applications.) Each application is reviewed twice, and in some instances three times.

Applications are reviewed using a rating sheet with four principal categories:

- 1) **Commitment to improving or preserving the environment, or to health care or tribal public policy;**
- 2) **Academic achievement;**
- 3) **Essay;**
- 4) **Personal characteristics—the criteria include activism, volunteerism, evidence of wellroundedness, and references.**

A fifth category is for discretionary points, which are occasionally awarded for overcoming adversity, balancing family and/or work responsibilities, or extraordinary achievement.

Applications are rated from 1 (below average) to 5 (outstanding) for a possible total of 23 (including 3 discretionary points). The best applicants are very strong in three areas: demonstrated commitment, academics, and personal characteristics, or truly outstanding in two of the three. Because the essay has a category to itself, it is weighted quite heavily, accounting for one fourth of the total score. Essays are read for content; quality of writing; critical analysis; and relevance to the applicant's career or educational goals.

Nomination Materials

Enclosed are the nomination materials. Also, refer to www.udall.gov which contains PDF and Word versions of the forms. The materials include the following:

Faculty Representative Materials

- **Institution Nomination Form**
This form verifies the nominee's eligibility and formally transmits the nomination to the review committee. The nomination is not valid unless this form is completed, **signed by the faculty representative**, and is submitted with the nominee's packet. A letter of endorsement cannot take the place of the Institution Nomination Form, and it will not be forwarded to the review committee.
- **Return Receipt Postcard**
Enter your name and address on the front of this postcard, the name(s) of your nominee(s) on the back of this postcard, **affix postage**, and return it with the other nomination materials.
- **One Preaddressed Return Envelope**
An envelope for submission of your nomination(s) is included. However, you may use other envelopes, or services such as FedEx, UPS, etc.

Student Nomination Materials

Please photocopy these forms, or print from www.udall.gov for use during the nomination process. Nominees may submit completed applications on photocopied materials, but all applications must have original signatures. Each student booklet contains the following:

- **Bulletin of Information**
- **Nominee Information Form**
- **Nominee's essay**
- **Three Independent Evaluation of Nominee Forms**
Three letters of recommendation are required to assess the nominee's personal characteristics, motivation, and interest in fields relating to the environment, Native American health care, or tribal public policy. Faculty representatives may write one of the three letters, but are not required to do so. Letters of endorsement are not passed on to the review committee.
- **Nominee Survey**
This form solicits race and national origin data to be used solely for statistical purposes. Response is voluntary and will have no effect on the nominee's scholarship application. However, completed surveys are extremely helpful to us for outreach purposes.

Note: Nominees should submit official transcripts in sealed envelopes to the Udall faculty for submission with the rest of the nomination materials. To make sure they are received by the deadline, nominees should request them in January.



www.udall.gov

Submission of Nominations

It is the student's responsibility to submit the Nominee Information Form, nominee's essay, official college transcript(s), and three letters of evaluation to the faculty representative. The faculty representative will combine these pieces with the Institution Nomination Form and submit the completed package to the Morris K. Udall Scholarship Program. All materials must be submitted by the faculty representative. Incomplete nominations and materials received directly from students will not be considered.



Nominations must be received by March 3

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www.udall.gov

"The Udall conference, connections and communication with other Udall Scholars, and improved confidence after winning the scholarship have helped me to become a stronger, more effective leader this year."

Liz Veazey, 2002, 2003 Udall Scholar
University of North Carolina - Chapel Hill