



GRANT AND SCHOLARSHIP REVIEW PANEL
Job Description

The American Orff-Schulwerk Association is a professional organization of educators dedicated to the creative music and movement approach developed by Carl Orff and Gunild Keetman.

The AOSA Mission is:

- To demonstrate the value of Orff Schulwerk and promote its widespread use
- To support the professional development of our members
- To inspire and advocate for the creative potential of all learners

Our Core Values are:

As music and movement educators dedicated to the creative music and movement approach developed by Carl Orff and Gunild Keetman, we believe that:

- Every learner deserves the opportunity to actively create, improvise, sing, play, move, speak, and listen.
- Every learner should experience music and dance from cultures represented in both our diverse American society and the larger global community.
- Every learner deserves a passionate, committed music educator who values the importance of active music making.
- Every Orff Schulwerk educator deserves high-quality opportunities to improve their pedagogy and musicianship through active, collaborative professional development.
- Every Orff Schulwerk educator should cultivate the creative potential in all learners.
- Every AOSA member deserves opportunities to engage in open and constructive dialogue regarding the future and well-being of their chapter and the national organization.

AOSA Diversity and Inclusion Statement:

AOSA is committed to supporting a diverse and inclusive membership, promoting an understanding of issues of diversity and inclusion, and providing teaching and learning resources that respect, affirm, and protect the dignity and worth of all.

The Grant and Scholarship Review Panel (GSRP) is a standing subcommittee of the National Board of Trustees (NBT) of the American Orff-Schulwerk Association. This panel is connected to

the NBT through the Member Relations Committee (MEM), a standing committee of the NBT. The Chair of MEM is the official liaison between GSRP and the NBT.

PURPOSE OF THE GRANT AND SCHOLARSHIP REVIEW PANEL

- Review and evaluate scholarship and grant applications in a timely, professional manner
- Recommend applicants to receive financial assistance according to the AOSA Scholarships and Grants guidelines demonstrating need of:
 - Professional Development
 - Instruments
 - Special Projects
 - Equity relating to diverse background
 - International Outreach Projects
- Recommend financial assistance to Approved Apprentices

DIVISION OF DUTIES

Grant and Scholarship Review Panel Members:

1. Understand the guidelines, procedures, and diversity of the AOSA funding programs, including:
 - Gunild Keetman Assistance Fund (GKAF)
 - Barbara Potter Fund (BPF)
 - Shields-Gillespie Scholarship Fund (SGS)
 - Training and Projects Fund (TAP)
 - Apprenticeship Award (AA)
 - Diversity Inclusion Scholarship (DI)
 - International Outreach Grant (IO)
2. Review and recommend financial aid recipients by applying rubrics to each application.
3. Recommend the amount of monies recipients will receive according to fund guidelines and rubrics
4. Communicate with all applicants regarding the outcome of their application
5. Participate in discussions and motion recommendations regarding GSRP
6. Treat confidential information appropriately
7. Address other pertinent issues as requested by the NBT Liaison

Grant and Scholarship Review Panel Chair:

1. Reports to the NBT Liaison the status of panel work at each meeting of the AOSA National Board of Trustees
2. Performs administrative duties
 - a. Maintain communication with committee members and staff regarding actions related to Grants and Scholarships
 - b. Keep organized files
 - c. Prepare agendas and facilitate all GSRP meetings
 - d. Prepare written Reports using shared template for each NBT meeting

- e. Review applications and facilitate scoring of rubrics (using form GSRP Grant and Scholarship Rubrics) by the panel for recommendation of awardees before the March board meeting. Submit this form to the NBT Liaison for review.
 - f. Present scholarship and grant recommendations by completing GSRP Grant and Scholarship Working Document and submitting it to the NBT Liaison for review in time for the March board meeting.
 - g. Delegate tasks as pertinent to committee members
 - h. Work closely with the Associate Director concerning fund amounts
3. Works with the NBT Liaison and Associate Director to:
- a. Publicize projects of GSRP
 - b. Encourage donations
 - c. Report on recipients' use of grant money.

GSRP TIMELINE

July

- Send welcome email to new and returning panel members
- Provide overview of panel work for new members
- Virtual meeting with panel if deemed necessary
- Follow up with award recipients for social media “thank you” posts as they finish PD courses

August

- Continue follow up with award recipients for social media “thank you” posts as they finish PD courses
- Begin publicizing grants and scholarships on social media as the school year begins
- Chair submits a report to the National Board of Trustees (NBT) via the NBT Liaison due August 15.

September

- Continue follow up with award recipients for social media “thank you” posts
 - Write a thank-you post within 30 days of the project completion
- Send finalized GSRP documents for the past year to Associate Director by September 1st.
- Review and revise all grant and scholarship application forms with panel
- Confirm with Professional Development Director successful apprentices who will receive the Apprenticeship Award and note this money comes from the Keetman fund
- Continue publicizing grants and scholarships on social media

October

- Continue publicizing grants and scholarships on social media
- Contact grant recipients to invite them to be recognized at the Welcome Ceremony
Chair submits a report to the National Board of Trustees (NBT) via the NBT Liaison due October 15

November

- Continue to publicize grants and scholarships on social media and at conference
- Meet and congratulate the recipients at conference

December

- Continue to publicize grants and scholarships on social media.
- Review reports and documents to ensure all work is completed by year's end.

January

- **Year 2021 ONLY: Contact the 2020 grant recipients who chose to postpone their award until 2021 to confirm that their decision to attend Levels course/conference is still valid and their plan for their course site has not changed. See file entitled AOSAGrantsStatus.xlsx in box. <https://app.box.com/folder/9452568771>**
- Final push of publicizing grants and scholarships on social media via NBT Liaison
- Associate Director sends invitation to review FASC files and notifies the chair that the review process may begin.
- Virtual meetings with panel members (you will want to wait until after Associate Director uploads grant and scholarship google form files) to review:
 - process to access applications and understanding of the Rubrics for grant and scholarship applications
 - Reading/Assigning of the applications and assessing rubric scores for each application using the GSRP Grant and Scholarship Rubrics document <https://app.box.com/file/671544329474>
 - Process for recording the rubric points assessed on the GSRP Grant and Scholarship Working Document, <https://app.box.com/file/674538909065> recording average scores and any pertinent notes to aid in the final decision for Grant and Scholarship awardees.

February

- Chair submits a report to the National Board of Trustees (NBT) via the NBT Liaison due February 15th.
- Chair will confirm that all applications have been issued an ID number with PD for professional development apps and IG for instrument grants. SG will be used for apps that are determined to be eligible for Shields Gillespie funds. DI for Diversity Inclusion, IO for International Outreach applicants.
- Review applications and assess points for each application using GSRP Grant and Scholarship Rubrics document. <https://app.box.com/file/671544329474>
- Confirm that all information including course registration amounts, level requests, instrument vendor quotes and shipping costs are accurate
- Coordinate virtual meeting to complete final examination of all applications including panel and Associate Director.
 - Prioritize applicants by arranging grant applications in average rubric point numerical order (highest to lowest)
 - Make recommendations and include any notes that may facilitate awardee determination

- Prepare the Grant and Scholarship Working Document to reflect the average rubric points in numerical order from highest to lowest and submit recommendations for approval to NBT Liaison : Link to box <https://app.box.com/file/674538909065>
- Communicate final list of awardees with amounts and type of award by February 28th to the National Board of Trustees (NBT) via the NBT Liaison and Associate Director.
- Discuss and submit names to the NBT Liaison to replace member(s) rolling off at the end of the term

March

- Coordinate with Associate Director to send an email to all applicants who were not selected immediately following the March NBT meeting.
- Coordinate contact of all applicants within one week after the March NBT meeting
 - Confirm that within 30 days of the completion of their training, project, or instrument order that they will post a personal “thank you” to AOSA on their social media account
 - Confirm that within 30 days of the completion of their training, project, or instrument order, recipients are to provide:
 - Thank-you note post on Facebook
 - Picture of experience or instruments attained
 - Receipts and proof of completion of study to AOSA Headquarters.
- Coordinate with Associate Director to send congratulatory administrator letters to recipients’ administrators
- Remind NBT Liaison to submit CLE request to post names of recipients to inform chapter presidents of AOSA members within their area receiving these grants. Encourage chapter presidents to ask recipients to share their experience with the chapter in order to help publicize the work AOSA is doing.
- Report to Communications Director the amounts that were dispersed for each fund to be included in the grant history on the AOSA website.
- Keep records of:
 - Exact amounts of awards and scholarships
 - Recipients and their contact information

April

- Follow up with Associate or Executive Director to find out the timeline for the instrument orders.

May

- Follow up with the Instrument grant winners as their instrument orders begin to arrive to remind them about their thank you social media post requirement.

June

- Update Job Description and submit to NBT Liaison (Be sure to include revision dates at bottom of Document.)
- Send following year copies of GSRP rubrics and working documents folder to next chair electronically. Confirm new chair has a clean copy of the Working Document for the following year’s recipients.

Outgoing Subcommittee/Panel Chair Checklist

Provide the following to the subsequent subcommittee chair by June 30:

Updated subcommittee JDs
All reports and agendas for the past year
Prepare new Grant and Scholarship working document so following year's information may be recorded
All pertinent files transferred to the appropriate subcommittee folder in Box
Finalize all google docs and transfer to the appropriate subcommittee folder in Box
Finalize all unfinished email business
Forward any pertinent emails or save in Box
Organize all subcommittee files in Box
Communicate status of subcommittee work and assist in prioritizing next steps
Assist the incoming chair as needed