PARKERSBURG AREA COMMUNITY Foundation
& REGIONAL AFFILIATES

PACF Scholarship Evaluator Guide 2027



Facts



The Foundation manages 200 scholarships. Students can test their eligibility for 160 different scholarships and apply through the Universal Application.

2026: 308 scholarships awarded to 227 for a total amount of $665,000+

No limit to the number of scholarships a student can apply for or be awarded

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Committees Explained

Evaluators are assigned to a three-person sub-committee to review scholarship(s)

Some sub-committees may review more than one scholarship

Evaluators review a maximum of 25 applications unless they indicate they can review more.



At least one evaluator with prior experience per sub-committee

Evaluators rate individually,then discuss to make final nominations together

One chair per sub-committee:

- **Coordinate meeting (Zoom, phone, in-person, etc.)**
- **Submit the final nomination**

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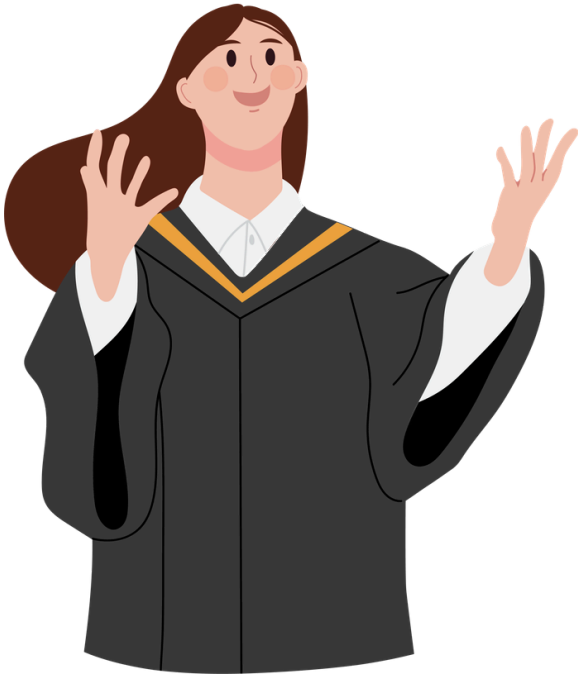
Confidentiality & Conflict

Only discuss applications with your committee, do not mention any names or even the scholarships you are reviewing.



Do not leave applications where they can be viewed by others.



Inform me if you find a conflict of interest, you will be excused from reviewing that scholarship.

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Timeline

Feb. 28th -
Scholarship Application Deadline

Mar. 15th -
All applications sent out for review

Mar. 29th -
Individual reviews due

Apr. 12th -
Final nominations due

May -
Award ceremonies begin



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Evaluation

To access the Evaluator Dashboard and see your assignments, go to: https://www.grantinterface.com/Home/Logon?urlkey=pacfwvscholarship

If this is your first year, I have created your account. You will need to reset your password.

If you are a returning reviewer, enter your login info.

You can view the evaluation form and application side by side. Click the arrows to flip which side they are on. You can also drag boxes and collapse accordions for easier reviewing.



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Evaluation Process

Use the document viewer to see attached documents or click the eye icon.

If an applicant has not attached the correct files for their FAFSA Student Summary Report or their transcript, let me know.

If you need to go back and edit your review, you are able to update it.

Your individual review averages help the committee in making the final selection.



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Logon

Email Address*

jennifer.randolph@pacfwv.com

Password*

Log On | Create New Account

Forgot your Password?

Welcome to the Parkersburg Area Community Foundation's Online Portal for scholarship applications.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Not Sure? If you think that you have already registered in the system, do not create a new account. Please contact the foundation at info@pacfwv.com or 304-428-4438 to receive your username.

Dashboard

Your Evaluations 6

Draft 5 | Complete 1

Quick Search | Group by Student | Filter 0

Form	Process	Applicant First Name	Applicant Last Name	Project	Score	
Scholarship Evaluation	David Taylor Memorial Scholarship 2024	Jennifer	Randolph	(View Request)	83%	Update
Scholarship Evaluation	Estella Marie Schaber Scholarship 2024	Jennifer	Randolph	(View Request)	75%	Continue
Scholarship Evaluation	Glenn Wilson Broadcast Journalism Scholarship 2024	Jennifer	Randolph	(View Request)	75%	Continue
Scholarship Evaluation	Kim T. Satterfield Scholarship 2024	Jennifer	Randolph	(View Request)	75%	Continue
Scholarship Evaluation	Stout Memorial United Methodist Church Scholarship 2024	Jennifer	Randolph	(View Request)	75%	Continue
Scholarship Evaluation	Whitaker-Minard Memorial Scholarship 2024	Jennifer	Randolph	(View Request)	75%	Continue

Previous 1 Next

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Scoring

Rate each student 1-10 on:

Academics

View their transcript and their types of classes listed.

Consider:

- **GPA**
- **Rigor Level**
- **SAT/ACT Test Scores, if provided**
- **Types of Classes**
  - **Advanced Placement (AP)**
  - **Honors**
  - **Dual Credit/College Credit Plus**

Consider all 4.0 and above GPAs equal (some students cannot earn over a 4.0 because the school doesn't offer weighted GPA opportunities)

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Scoring

Rate each student 1-10 on:

Activities

Review the criteria for requirements or preferences, and consider the school.

Some students may be unable to participate as much as others due to:

- **longer travel time to and from school**
- **lack of transportation**
- **work obligations**
- **family obligations**
- **availability of school sports or clubs**

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Scoring

Rate each student 1-10 on:

Financial Need (if applicable)

Review FAFSA and the SAI number; lower numbers (down to -1500) indicate higher need.

Factors include:

- **household income**
- **family size**
- **number of children in college**
- **financial need explanation**
- **major and school choice**
    - **Is their choice logical? Do they have a reason for attending? What is the affordability of the program?**

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Scoring

Rate each student 1-10 on:

Focus/Preference Fit

Review the application overall to determine the best match for the scholarship's Focus/Preference.

Carl M. Rose Memorial Scholarship

Type of Student: HS Senior
HS: Parkersburg South High School
GPA: 3.0 minimum
Financial Need: Yes
College Plans: Secondary education, full-time
Based on: Personal statement and academic achievement
Preference: First to math secondary education majors, second to science secondary education majors
Type of Scholarship: One time
Evaluator Note: it is the donors' desire to select "average" students, rather than the highest ranked

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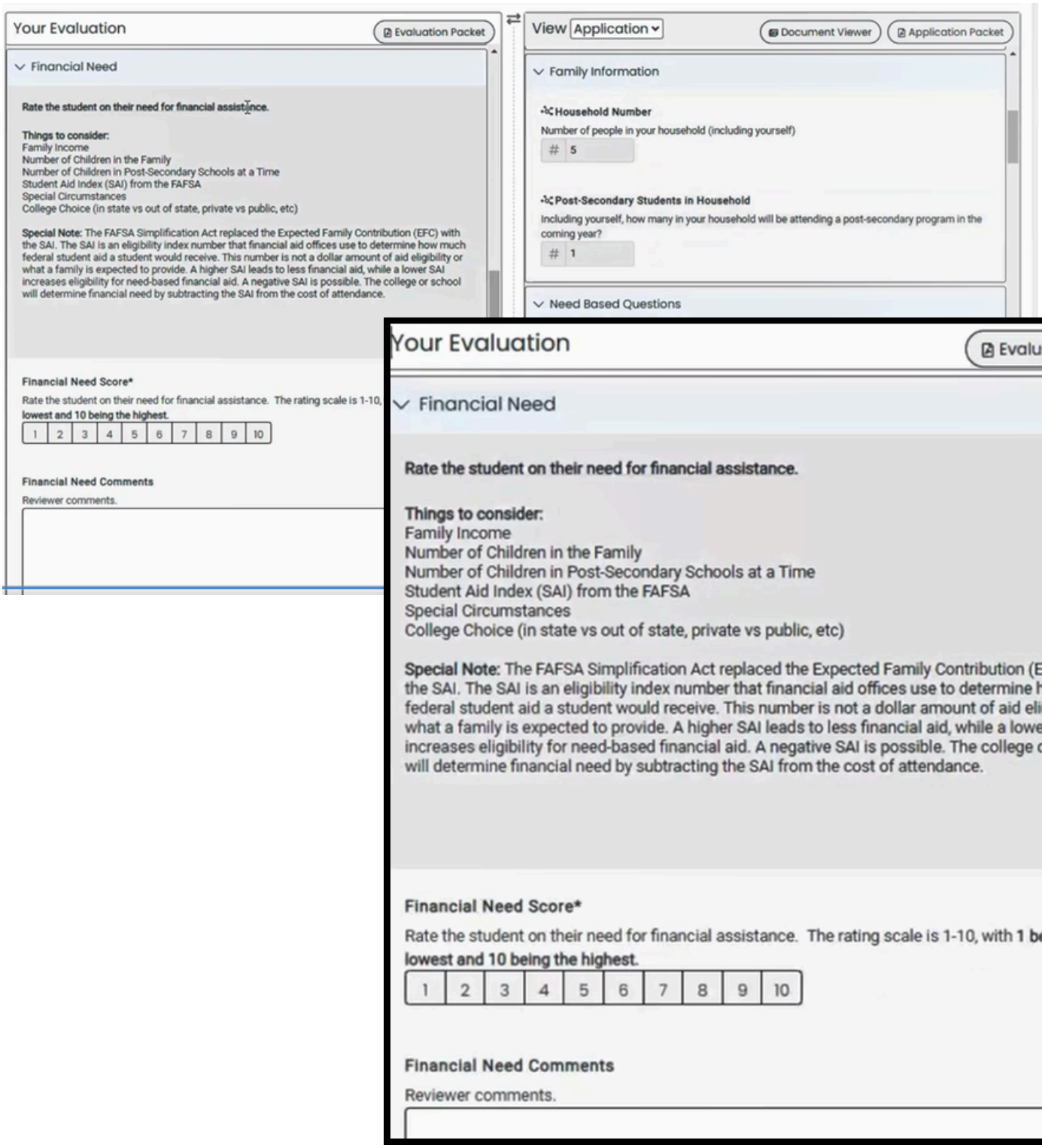

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Things to Remember

Under IRS guidelines, donors may serve on committees but cannot hold majority control over their decisions.

Remember! Our applicants represent various academic and socio-economic levels.

As you review the applications, focus on the content, not spelling or grammar.



Practice impartiality, fairness, and objectivity in the evaluation process.

Stay consistent!

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Committee Decision

- **After all individual reviews are completed, I will calculate the committee's scores.**
- **The scores will be sent to everyone via a group email.**
- **The designated chair will be responsible for coordinating the committee's discussion.**
- **The committee must decide on one nominee and two alternates.**
- **The chair and committee may choose how and where the discussions will take place.**

Questions to Consider

- **Has the student demonstrated effort to be college-ready?**
- **Has the student shown the ability to overcome adversity?**
- **Is there evidence that the student will be successful in obtaining their degree?**
- **Is there evidence that the student has a logical plan for how he/she will be successful in accomplishing their goal?**

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Nomination Form

* Indicates required question

Email *

Your email

Name of Scholarship *

Your answer

Please list the winner and two alternates (if possible) in order of preference.
If this scholarship is not selected through the PACF online application platform, please share the student's contact information below.

First Choice Student *

Your answer

Second Choice Student

Your answer

Third Choice Student

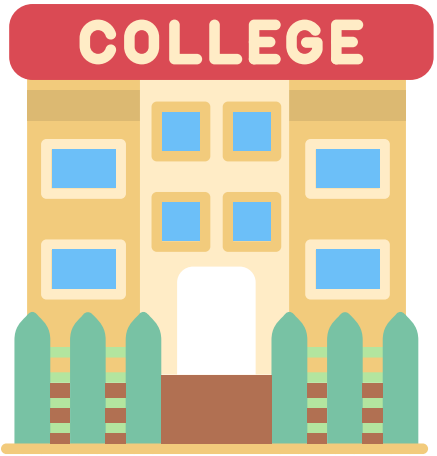
Online form for Committee Chair to submit nominations.

Final Steps of the Award Process

Students are notified at their senior award ceremony or by letter. They complete a follow-up form, and their award gets mailed to their chosen school.







Questions?