



# Merit-Based Undergraduate Scholarship Application Guide

2024-25 Academic year



## Introduction

Delta Gamma Foundation is proud to sustain the high ideals of scholarship our Founders held by providing merit-based undergraduate scholarships to our collegians. Students who complete all requirements outlined in this guide and the online merit-based scholarship application will be considered for scholarships. The merit-based scholarship application was made to give members the opportunity to highlight and consider how they are upholding Article II of the Delta Gamma Fraternity Constitution:

*“The objects of this Fraternity shall be to foster high ideals of friendship among women, to promote their educational and cultural interests, to create in them a true sense of social responsibility and to develop in them the best qualities of character.”*

Each applicant submitting a scholarship application is required to read, understand and adhere to the following scholarship application instructions. Failure to thoroughly follow all instructions may result in ineligibility.

The application opens in December and can be found on [the Foundation website](#).

## Questions? Contact Us!

For any questions:

- not addressed in the scholarship application or this guide
- regarding eligibility requirement and general scholarship application info
- regarding award availability and award disbursement

Please contact Director: Scholarships and Fellowships, Emily Poeschl, and Foundation Assistant Director: Programs and Impact, Mariah Bockbrader, at [ScholarshipFellowship@deltagamma.org](mailto:ScholarshipFellowship@deltagamma.org).

For important updates and announcements about scholarships and other Delta Gamma Foundation initiatives, follow us on [Facebook](#) and [Instagram](#).



# Scholarship Application Schedule

**DECEMBER 1**

Scholarship application available.  
[deltagamma.org/foundation/applications](https://deltagamma.org/foundation/applications)

**MARCH 1**

Scholarship application deadline is **11:59 p.m. Eastern** via SmarterSelect.

**MARCH 15**

ATC recommendation deadline is **11:59 p.m. Eastern** via SmarterSelect.

**JULY**

All scholarship applicants will be notified of whether they have been awarded scholarships.

**AUGUST**

Scholarship checks will be sent directly to recipient's university/college office of financial aid or Bursar's office.

## Applicant Eligibility

Applicants must be initiated members of Delta Gamma Fraternity by **December 31, 2024**. Applicants must have a cumulative collegiate GPA of B (the equivalent of a 3.0 on a 4.0 scale) or higher.

Applicants must have submitted their application by the **March 1, 2025** application deadline. Applicants must have ATC recommendation submitted by the **March 15, 2025** application deadline.

## Scholarship Uses

Scholarship funds are to be used toward educational expenses, including tuition, course-related fees, etc. ***Delta Gamma membership dues are not eligible educational expenses.***

## Evaluation and Selection

Scholarships are evaluated and scored using the following criteria:

Grade Point Average (GPA):	20%	Service Hours:	20%
Delta Gamma Involvement:	10%	Work Experience:	10%
Campus Involvement:	10%	Essays:	30%



# Delta Gamma Foundation Policies Regarding Merit-Based Undergraduate Scholarships

**Merit-Based and Need-Based Scholarship Recipient Requirements:** A scholarship recipient must be an initiated member of Delta Gamma enrolled in a college or university in the United States or Canada, be a full-time student, as defined by the Institution the recipient is attending, and remain a participating member, in good standing, of their collegiate chapter. Study in other countries may be honored provided the recipient's study is part of a program leading to a degree from a college or university in the United States or Canada. Additionally, an initiated member who attends a school on a campus where there is no Delta Gamma chapter may receive a scholarship. These requirements extend throughout the full scholarship term or until graduation, whichever comes first. Failure to comply with these requirements will result in forfeiture of their scholarship to the next eligible member as determined by the scholarship committee. (Foundation 06-23)

## **Scholarship/Fellowship Award Criteria for Accelerated/Concurrent Master's Programs:**

Members enrolled in an accelerated/concurrent Bachelor's/Master's Degree program must apply for a scholarship while taking undergraduate classes. When the majority of the member's coursework is at the graduate level, they have the option of applying for a graduate fellowship. The scholarship or fellowship recipient must remain a participating member of their chapter, in good standing, through the senior year. (Foundation 10-21)

**Scholarship/Fellowship Re-Application:** A scholarship or fellowship applicant who has previously submitted an application must submit a new application each year in order to be considered. A scholarship recipient who does not return to school during the scholarship term, and thus forfeits the scholarship to the next applicant, is eligible to re-apply and to be considered for a scholarship the next academic year. (Foundation 10-09)

**Scholarship/Fellowship Revocation/Membership Status:** Should the recipient fail to continue to meet the criteria of the award, (including resignation or expulsion of membership in Delta Gamma) they will forfeit their scholarship or fellowship to the next eligible applicant as selected by the Scholarships and Fellowships Committee. If the scholarship has been applied by a college/university to the former member's educational expenses, that former member will be responsible to repay the full award amount to the Delta Gamma Foundation within 30 days. (Foundation 10-16)



# Application Tips

## 1. READ INSTRUCTIONS

- Review this instruction guide and the information in the application carefully.

## 2. PLAN AHEAD

- Open the application in SmarterSelect and review the requirements in advance.
- Gather all information you will need to complete the application. Keep this information in a Microsoft Word document to prevent losing any material in the event you have issues with the online application.
- Allow plenty of time for your ATC to fill out their online recommendation form. Delta Gamma Foundation does not accept late applications or recommendation forms.

## 3. CONSULT WITH DELTA GAMMA FOUNDATION

- If you have any questions about the application process, please don't hesitate to contact the Director: Scholarships & Fellowships or Assistant Director: Programs and Impact at [ScholarshipFellowship@deltagamma.org](mailto:ScholarshipFellowship@deltagamma.org).

## 4. TEST TECHNOLOGY

- Test the SmarterSelect application system. Make sure you're familiar with its functionality and how to use it. *Delta Gamma Foundation will **not** accept late materials for any reason, including problems with technology.*
- Please note there is a difference between the "save" function and "submit" function. In order for your application to be considered, you must fully "submit" your application as opposed to merely "saving" it.

## 5. PROOFREAD

- You are responsible for editing your application for accuracy prior to submission.
- Make sure your essays are well-written and free of errors (grammar, punctuation, capitalization, syntax, subject material, etc.); poorly written essays will negatively affect your application score and incorrect or incomplete answers may result in ineligibility.
- Submission of false or inaccurate information may be reported by Delta Gamma Foundation to Delta Gamma Fraternity with a potential impact on Delta Gamma membership.

## 6. SUBMIT ON TIME

- A complete application must be submitted by **11:59 p.m. Eastern, March 1, 2025**.



# Ideal Application Completion Timeline

## 2024

### DECEMBER

- The scholarship application is available on the Delta Gamma Foundation website [applications tab](#).
- Read and review this instruction guide and the information in the application carefully.

## 2025

### JANUARY

- Request recommendations on SmarterSelect from your ATC
- Make sure you are familiar with the SmarterSelect application system and how to use it.
- Begin completing the application.

### FEBRUARY

- Continue completing the application.
- Be sure to have started writing your essays.
- Complete all sections of the application and proofread your application.
- Make sure all information reported is accurate, well-written, and free of punctuation and grammatical errors.

### MARCH

- Submit your application by March 1 by **11:59 p.m. Eastern via SmarterSelect.**

## Applicant Information

**Graduation Date:** Indicate your anticipated graduation date from the degree program you will pursue during the next academic year.

**Student/University ID Number:** Please be sure you provide the ID number linked to your student account. This number is included with your scholarship check to ensure the scholarship is quickly and accurately applied to your account.

**Chapter of Initiation:** Some scholarships are designated for specific chapters to receive. Please make sure you select your correct chapter.

**Region:** Some scholarships are designated for specific regions. Please make sure you select your [correct region](#).



**Transfer Chapter:** If you have transferred to a new university and affiliated with a new chapter please be sure to document the information so we may consider you eligible for the scholarships designated for your transfer chapter.

**Cumulative GPA:** Upload the unofficial/official transcript that will confer/has conferred your most recent degree.

- The cumulative GPA reported on your most current unofficial/official transcript from the institution will be used by the scholarship committee to evaluate your academic achievement.
- If you are a first-semester student, please submit your application after you receive your first-semester grades and can indicate a college GPA.

**Resume:** Resumes will be used to verify the information reported on your application. Please feel free to include as much information as you would like.

**Essay:** There are two essay questions. Your essays should be well-written, organized, and directly address the prompts. Points will be deducted for any errors including grammar, punctuation, capitalization, syntax, subject material, etc. **Max. word count per essay: 800.**

## Submitting Your Application

For Delta Gamma Foundation to review your application, these components must be submitted on SmarterSelect by the deadlines:

1. Application form
2. Recommendation form submitted by your ATC

### To submit your application form:

1. Be sure you have **entered all required information.**
2. Select the green **“Submit Application”** button on the “Submission Information” page.
3. If submission is successful, you will receive:
  - An **on-screen confirmation message.** Select the green “Print Application” button and save the printed copy for your records.
  - An **email with a confirmation code.** Please save this message for your records.
4. If submission is not successful, the page will refresh and you will see an error message at the top of the page.
  - Select the page(s) highlighted in the navigation pane to identify items with errors.
  - After you have corrected any errors, navigate to the “Submission Information” page and follow steps #2- 3 above.
5. **Verify** your application submission status by re-opening your application and reviewing the **“Applicant Info”** box at the top of the page.

### To update your application after submission (up to the deadline):

Log in to your application, complete changes, and re-submit. If your update is successful, you will see an on-screen confirmation message and will receive a confirmation email.

### Applicant/Recipient Notifications:

Delta Gamma Foundation will notify all applicants in July via email whether or not they



were selected as a scholarship recipient.

In the event an initially selected scholarship recipient can no longer accept an award or fails to submit award acceptance documents by the deadline, an alternate recipient will be selected. Alternate recipients will be notified via email.

## **Recipient Expectations**

Merit-based scholarship recipients are required to abide by the following expectations:

1. A scholarship recipient must be a member in good standing with Delta Gamma Fraternity and remain a member of good standing throughout the 2024-25 academic year. A member in good standing is an initiated collegiate member of Delta Gamma who complies with the Constitution and Bylaws, Policies and Procedures, and other governing documents of the Fraternity, and who has met the Fraternity and Chapter financial obligations.
2. A scholarship recipient must act in accord with the ideals of Article II.
3. A scholarship recipient shall acknowledge the receipt of Delta Gamma Foundation scholarship whenever possible, if featured in research, media, or publications.
4. A scholarship recipient must send a thank you letter to the donor(s) of the scholarship or directly to Delta Gamma Foundation Board of Trustees, telling them about themself and their future plans.
5. Checks will be issued to the educational institution's office of financial aid or Bursar's office (where the recipient is enrolled in for the 2024-25 academic year) to be applied directly to their student account.
6. Misrepresentations in an application, major changes in a recipient's educational plans, or changes in Delta Gamma Fraternity membership may result in revocation of the scholarship.
7. Any funds awarded by the Delta Gamma Foundation may not be used to offset/cover the cost of Delta Gamma-related expenses (dues, etc.).

*Failure to submit all information required, to verify information submitted in your application, or to do so by the award acceptance deadline may result in forfeiture of the award and selection of an alternate recipient.*





# Frequently Asked Questions

## **When is my merit-based scholarship application due?**

Scholarship applications are due March 1, 2025 at 11:59pm Eastern.

## **Will my scholarship application be considered if my ATC does not submit their online recommendation by the application deadline?**

No. Incomplete applications will not be considered. The Delta Gamma Foundation will not accept late application materials for any reason. We recommend sending reminders to your ATC if you have not heard from them after several business days have passed.

## **I need to gather more information for my application. Will Delta Gamma Foundation accept late material?**

Delta Gamma Foundation will not accept late applications or materials for any reason. These include, but are not limited to, applications, recommendations, and additional documents.

## **What happens if my computer crashes while I'm working on the application?**

To protect your application information from being lost, we recommend that you save all your responses in a separate document. Also, as you work on your application, periodically save your changes. Application information is only saved when the applicant saves the content. There is no other way to retrieve information that was not saved by the user. Please keep in mind that Delta Gamma Foundation will not accept late submissions, even in the event of a technology glitch.

## **Are any of the scholarships need-based?**

The Delta Gamma Foundation is proud to offer Sisters Helping Sisters: Need-Based Scholarships. These scholarships are available for members who have proven financial need. Our need-based scholarships can be accessed on the [Foundation website](#).

## **I received a Sisters Helping Sisters: Need-Based Scholarships; am I eligible to apply for a merit-based scholarship?**

Yes. You are eligible to apply if you meet the criteria for the merit-based scholarship application.

## **I am currently a senior undergraduate member with plans to attend graduate school next year. Which application should I complete?**

Please complete the merit-based graduate fellowship application accessible at <https://www.deltagamma.org/foundation/applications>.

## **I have previously received a scholarship from Delta Gamma. Can I apply again?**

Yes, of course! Please reference our Scholarship/Fellowship Re-Application policy.

## **I qualify for multiple scholarships. Do I have to submit a separate application for each award?**

The Delta Gamma Foundation uses a common application for all merit-based awards. We encourage all interested candidates to submit a scholarship application and allow Delta Gamma Foundation to consider you for any awards for which you are eligible.



### **My ATC did not receive the link to the recommendation form. What should I do?**

First, make sure you entered in the correct email address. Commonly, a typing error is the reason for a recommender to not receive the link. Then, make sure your ATC adds [automated.email@smarterselect.com](mailto:automated.email@smarterselect.com) to their email address book. Then, re-send the recommendation request.

If you have NOT SUBMITTED your application:

1. Check the box next to “Re-Send Recommendation or Information Request” in the corresponding Advisory Team Chair (ATC) Recommendation section.
2. Select “Next” at the bottom of the page.

If you HAVE SUBMITTED your application:

1. On the first page of the application, select the green “Update Application” button in the top right hand corner.
2. Navigate to the Advisory Team Chair (ATC) Recommendation page.
3. Check the box next to “Re-Send Recommendation or Information Request.”
4. Select “Save” or “Update Application” at the bottom of the page.

### **How do I know if my ATC submitted their recommendation form?**

After your ATC has submitted their complete recommendation forms, you should receive an email from SmarterSelect confirming submission. You can also view the status of your advisers’ recommendation form at the top of the Advisory Team Chair (ATC) Recommendation section.

### **My ATC says they has submitted the recommendation form, but I haven’t received a confirmation email. What should I do?**

Some advisers will have completed much of the information required for a recommendation form but have not officially submitted it. If your adviser is confident they have completed the recommendation form, but you have not received a confirmation email and the recommendation is still showing as “Pending” within your application, you should suggest that your adviser return to the recommendation form and click “Submit this Request” to submit the completed recommendation form. If they do not receive an on-screen confirmation after hitting submit, they should scroll through the recommendation form to find any areas highlighted and address those errors before selecting “Submit this Request” again. After they have successfully submitted a recommendation form, they will receive an on-screen confirmation message and you, as the applicant, will receive an automated email from SmarterSelect confirming receipt.

### **Can I update my application after I hit “Submit”?**

Changes to a submitted application may be made up until the application deadline by logging in to your application, completing changes, and resubmitting. The updated application will replace the original submission.

### **Do I have to be a Delta Gamma to apply?**

Yes, you must be a Delta Gamma member in good standing who will be enrolled in classes for the 2025-26 academic year.



**Can I apply before I am initiated?**

Yes, if you will be initiated by December 31, 2024.

**Do I have to have a certain major to apply?**

No, Delta Gamma Foundation accepts all majors. There are some scholarships specific to certain majors.

**Are all chapters eligible?**

Yes, all Delta Gamma chapters are eligible to receive scholarships. Some chapters have scholarships specifically for their members.

**Can I use this scholarship for my Delta Gamma membership dues?**

No. Scholarships cannot be applied toward dues. As a 501(c)(3) non-profit organization, Delta Gamma Foundation cannot support Fraternity or Greek-specific expenses, including membership dues.

**Can I receive a scholarship if I received one last year?**

Yes. Scholarships are not renewable; however, a recipient may reapply for scholarships each year.

**Can I still apply if I am an undergraduate student from a closed chapter?**

Yes, you are still eligible to apply as long as you are an undergraduate student, chose to assume alumnae status upon chapter closure (as opposed to resigning membership), and are in good standing.

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If you have questions not answered here, please contact:  
Emily Poeschl, Director: Scholarships and Fellowships and  
Mariah Bockbrader, Assistant Director: Programs and Impact at  
[ScholarshipFellowship@deltagamma.org](mailto:ScholarshipFellowship@deltagamma.org).

