

Selection Rubric

A fair, transparent scoring guide your selection committee can use to review applications consistently — plus the conflict-of-interest and record-keeping practices that keep the process credible.

Before you score

1. Confirm eligibility first (foster care experience, enrollment, any geographic limits). Eligibility is pass or fail, not scored.
2. Remove names and identifying details if you can, and give each application a number.
3. Have at least two readers score every application independently before discussing any of them.
4. Ask each committee member to sign the conflict-of-interest statement below.
5. Agree in advance what happens in a tie.

Scoring dimensions

Five dimensions, 4 points each, 20 points total. Adjust weights to match what you care about, but keep the total simple to add.

1. Clarity of goal (0–4)

- 4 — Names a specific program, credential, or career and the next concrete step
- 3 — Clear direction with some specifics
- 2 — General direction, few specifics
- 1 — Unclear or contradictory
- 0 — Not addressed

2. Persistence and self-direction (0–4)

- 4 — Gives concrete evidence of following through on their own initiative
- 3 — Some clear evidence
- 2 — General statements without examples
- 1 — Little evidence
- 0 — Not addressed

3. Impact of the award (0–4)

- 4 — Award removes a specific, identified barrier (tools, tuition gap, exam fee, transportation)
- 3 — Clear benefit described
- 2 — General benefit
- 1 — Vague
- 0 — Not addressed

4. Connection to the honoree's spirit (0–4)

- 4 — Reflects the quality your honoree stood for — [name it: curiosity, craftsmanship, service, grit]
- 3 — Reflects it in part
- 2 — Partially aligned
- 1 — Little alignment
- 0 — Not addressed

5. Readiness to use the award this term (0–4)

- 4 — Enrolled or accepted with dates confirmed
- 3 — Applied, decision pending
- 2 — Plans to apply, timeline given
- 1 — Exploring options
- 0 — No plan yet

Scoring sheet

Application #: _____ Reader: _____ Date: _____

- Clarity of goal ____ / 4
- Persistence and self-direction ____ / 4
- Impact of the award ____ / 4
- Connection to the honoree's spirit ____ / 4
- Readiness this term ____ / 4
- Total ____ / 20
- Notes and recommendation: _____

What not to score

- Spelling, grammar, typing, or writing polish — score the substance
- Prestige or selectivity of the school; treat trade and certificate programs equally
- GPA beyond your stated minimum
- How much hardship an applicant disclosed, or whether they answered an optional prompt
- Whether the applicant is “deserving” in a moral sense

Conflict-of-interest statement

Sample — committee member statement

I will disclose any personal, family, employment, or financial relationship with an applicant, and I will recuse myself from scoring and from discussion of that application. I will keep all application materials confidential, will not copy or retain them, and will not discuss applicants outside committee meetings.

Name: _____ Signature: _____ Date: _____

Tie-breakers and records

- Decide the tie-break rule in advance — for example, greater unmet financial need, or the readiness score.
- Record the final score, the decision, and a one-line rationale for each applicant.
- Keep scoring records for [3] years and destroy application materials within [12] months.
- If you receive far more strong applications than awards, consider a small number of modest additional awards rather than raising the bar arbitrarily.

Important

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