MEMORANDUM

May 12, 2008

TO: Manoa Deans and Directors

FROM: Ronald E. Cambra
Assistant Vice Chancellor

SUBJECT: 2008-09 UH Foundation Scholarships

Many of you have already begun awarding your UH Foundation scholarships to students for 2008-09. This memo is intended to review the process and set a formal deadline for the awarding of the remaining scholarships.

Last year, we launched the "STAR Giving Tree". Our intent was to put more scholarships into student financial packages, and to reach additional students seeking assistance. Some of our goals were met, and others we must continue to address. The UH Foundation and the STAR Team are continuing to refine our online system for awarding UH Foundation scholarships, and now we need your assistance in awarding the scholarships you have available.

To ensure scholarships are packaged into Financial Aid records (to abide by Federal regulations) and disbursed into student accounts in a timely manner, the deadline for awarding for academic year 2008-09 is June 15, 2008. We would like to encourage you to award scholarships for the entire academic year where possible. During the fall semester, the Giving Tree will reopen for a short period to input spring-only scholarships.

If you have not begun your awarding, I encourage you to review your responsibilities as administrators. These include awarding according to established criteria, overseeing and spending the funds available, and adhering to the deadlines.

You can check on the status of your scholarship by going to http://www.star.hawaii.edu. We would like to strongly encourage these scholarship funds be used as opportunities for recruiting and retaining students, which means that timely announcements of opportunities, application deadlines, and most importantly, notification to students of scholarship awarded is critical.

Please monitor your accounts throughout the year to ensure you are aware of funds that become available for your use. We would like to see 100% of all UH Foundation scholarships funds awarded to students in the coming years. All unspent funds will be reported to the respective Deans and Directors.
We are proud to work collaboratively with the UH Foundation and your units as we continue to improve the "STAR Giving Tree" to reduce processing time and enhance effectiveness. If you have any questions, please email Gary Rodwell at starhelp@hawaii.edu.

Thank you for your work in overseeing the administration of these funds.

cc: Kathy Nelson, VP for Development, UH Foundation
    Francisco Hernandez, VC for Students
    Peter Garrod, Dean of Graduate Division