



PACF Scholarship Evaluator Guide 2026





Facts

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

2025: 322 scholarships awarded to 235 for a total amount of \$673,000+

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





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 an average of 25 applications

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**





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.





Timeline

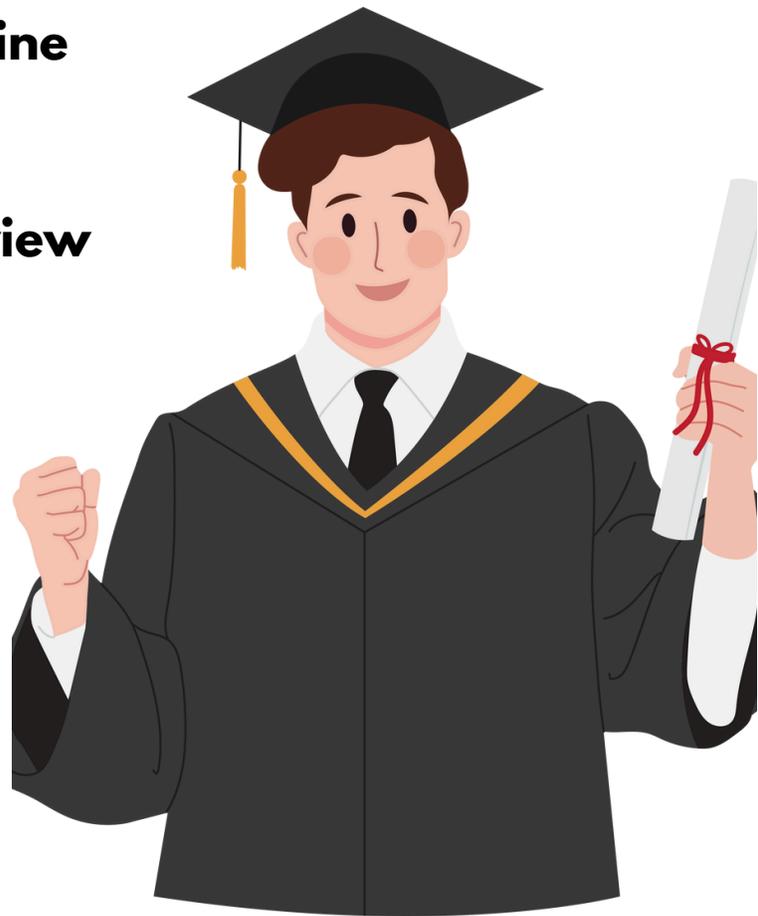
**Feb. 28th -
Scholarship Application Deadline**

**Mar. 16th -
All applications sent out for review**

**Mar. 30th -
Individual reviews due**

**Apr. 13th -
Final nominations due**

**May -
Award ceremonies begin**





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.





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.





PARKERSBURG AREA COMMUNITY

Foundation

& REGIONAL AFFILIATES

Logon

Email Address*

jennifer.randolph@pacfv.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@pacfv.com or 304-428-4438 to receive your username.

Dashboard

Your Evaluations **6**

Draft		5			Complete		1	
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	!	



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)



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**



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?**



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

Your Evaluation

Evaluation Packet

Financial Need

Rate the student on their need for financial assistance.

Things to consider:
 Family Income
 Number of Children in the Family
 Number of Children in Post-Secondary Schools at a Time
 Student Aid Index (SAI) from the FAFSA
 Special Circumstances
 College Choice (in state vs out of state, private vs public, etc)

Special Note: The FAFSA Simplification Act replaced the Expected Family Contribution (EFC) with the SAI. The SAI is an eligibility index number that financial aid offices use to determine how much federal student aid a student would receive. This number is not a dollar amount of aid eligibility or what a family is expected to provide. A higher SAI leads to less financial aid, while a lower SAI increases eligibility for need-based financial aid. A negative SAI is possible. The college or school will determine financial need by subtracting the SAI from the cost of attendance.

View Application

Document Viewer Application Packet

Family Information

Household Number
 Number of people in your household (including yourself)
 # 5

Post-Secondary Students in Household
 Including yourself, how many in your household will be attending a post-secondary program in the coming year?
 # 1

Need Based Questions

Your Evaluation

Evaluation Packet

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Financial Need Score*

Rate the student on their need for financial assistance. The rating scale is 1-10, with 1 being the lowest and 10 being the highest.

1	2	3	4	5	6	7	8	9	10
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Financial Need Comments

Reviewer comments.



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!





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?**



2026 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.

