

Scholarship Reception Host Cheat Sheet

Named Scholarship Hosts

Meeting new friends can be hard! For many attending our reception will be like walking into a party and not knowing anyone yet, coupled with the potential challenges of technology.

- We are grateful for your help ensuring everyone has a meaningful interaction during the reception. THANK YOU!
- Your Role
 - Keep conversation going
 - Ensure everyone has the floor to share
 - Time manager—we only have 30 minutes in the breakout room
 - Help make a connection between the donor and their recipient
 - Remember, some donors are non-members, please be inclusive
 - Encourage use of the chat feature to PRIVATELY share contact information. Preference is donor initiated.
- Agenda
 - Welcome everyone
 - Introduce yourself include your chapter and volunteer role
 - Facilitate introductions (call on each of them)
 - Recipient: Name, chapter & university, any current chapter leadership roles, scholarship awarded, ice breaker question
 - Donor: Name, chapter & university, current AOII volunteer role (or parent/spouse/loved one), donor of which scholarship(s), ice breaker question
 - Ice Breaker questions
 - Favorite AOII memory
 - How has AOII played a role with your academic success?
 - How did AOII recognize strong academic performance in your Chapter?
 - How are you connected to AOII?
 - What class do you draw the most on today?
 - Encourage conversations between recipient and donor, if needed use the questions below to trigger conversation
 - Recipient: Tell us why this scholarship is impactful for you
 - Recipient: What are you most excited about in your major/program?
 - Recipient: What career would you like to pursue upon graduating?
 - Donor: Share how this scholarship was started
 - Donor: Who is the scholarship named for and why?
 - Donor: Why is the Foundation's scholarship program important to you?
 - Anticipate that someone will come in as a "bump". At a good breaking time, allow them to do a quick hello and thank you.

Diamond Jubilee Scholarship Hosts

- Meeting new friends can be hard! For many attending our reception will be like walking into a party and not knowing anyone yet, coupled with the potential challenges of technology.
- We are grateful for your help ensuring everyone has a meaningful interaction during the reception. THANK YOU!
- Your Role
 - Keep conversation going
 - Ensure everyone has the floor to share
 - Time manager—we only have 30 minutes in the breakout room
 - Help make a connection between the recipient and Diamond Jubilee/Foundation
- Agenda
 - Welcome everyone
 - Introduce yourself include your chapter and volunteer role
 - Facilitate introductions (call on each of them)
 - Recipient: Name, chapter & university, any current chapter leadership roles, scholarship awarded, ice breaker question
 - Volunteer: Name, chapter & university, current AOII volunteer role, ice breaker question
 - Ice Breaker Questions
 - Favorite AOII memory
 - How has AOII played a role with your academic success?
 - How did AOII recognize strong academic performance in your Chapter?
 - How are you connected to AOII?
 - What class do you draw the most on today?
 - Host share details about Diamond Jubilee
 - The Diamond Jubilee Foundation was created in 1959 by a group of PIPs committed to ensure different scholarships were always available for members
 - The Diamond Jubilee Foundation and the Ruby Fund merged together to create the AOII Foundation in 1977.
 - Diamond Jubilee scholarships continue to be awarded because of the generosity and forethought of these sisters. Sisters receiving DJF scholarships exhibit academic excellence and dedication to serving the community and AOII.
 - Encourage conversation, if needed use the questions below to trigger conversation
 - Recipient: Tell us why this scholarship is impactful for you
 - Recipient: What are you most excited about in your major/program?
 - Recipient: What career would you like to pursue upon graduating?
 - Open to questions/conversations from recipients
 - May not have a “bump”, but if someone does pop in, help them with a break in conversation and allow them to do a quick hello and thank you.

Bumps

- Visit assigned breakout rooms, targeting named scholarships first
- Goal—check in to ensure things are moving smoothly, thank everyone, troubleshoot any issues
- Host will try to help you get a break in the conversation