



# OCL

# STUDENT LEADER

# SCHOLARSHIP

# CODE

This Edition Amended: 1/8/2025

## **Section 1: Mission Statement**

The Office of College Life (OCL) Student Leader Scholarship (SLC) is designed to recognize and reward outstanding student leaders who have demonstrated exceptional commitment and dedication to improving the student experience at De Anza College. This scholarship represents our commitment to recognizing and rewarding the hard work and dedication of student leaders who go above and beyond in their efforts to make De Anza College a better place.

We hope to encourage and support the development of student leaders who possess the vision, initiative, and perseverance to drive positive change on campus.

## **Section 2: The Scholarship Budget**

The scholarship budget will be supported by student fees and administered through the De Anza Student Government (DASG) Senate.

## **Section 3: Eligibility**

The OCL Student Leader Scholarship will be available to the following student leaders at De Anza College:

- DASG Executive Officers (excluding the De Anza College Student Trustee)
- DASG Internal Officers
- DASG Diversity Seats
- DASG Advocacy Liaisons and Program Representatives (unless they are already being paid through their program)
- Inter-Club Council (ICC) Officers (excluding the Chairperson who is included with the DASG Executive Officers)
- Mentors@De Anza Lead and Senior Mentors
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## **Section 4: General Requirements for DASG Officers**

Scholarships are optional and awarded based on merit and accomplishments. The DASG Advisors and DASG President shall review the performance and growth of the DASG scholarship candidates on a quarterly basis (In the case of the President, the DASG Advisor and Student Trustee shall confer). The ICC Advisor will be included for the ICC Chairperson evaluation. All advisors will have the opportunity to provide feedback on the Chairs of their committees. Considerations will include, but are not limited to:

- DASG Senate meeting attendance
- Leadership training attendance for all sessions (spring, fall, and other)
  - Includes pre training requirements and submission of relevant documents
    - ♣ Submission of packets

- ♣ Submissions of Reflection
- ♣ Online Training Modules
- ♣ Completion of assessments
- ♣ DASG Committee meeting attendance
  - President: Finance Committee
  - Other Executive Officers: Executive Advisory Committee
  - Internal Officers: Individual Committees
- Chairing DASG Meetings
  - President: Senate and Executive Advisory Committee
  - VP and Chairs: Individual Committees
  - Internal Officers: N/A
- Shared Governance Group meeting attendance
- Office Hours attendance
- Field Hours completion
- Regular attendance at DASG-sponsored events
- Completion of special projects and committee projects
- Quarterly Goals Submitted (personal growth goals, a program or event you want to implement, etc.)
- Quarterly Self-reflection
- Demonstrate professional standards (timely communication, engagement in meetings, being punctual, maintaining a positive attitude, etc.)
- Be in good standing with their academics and student conduct
- Feedback from Other Senators
  - Chairs will provide feedback for Internal Officers
  - President and Internal Officers will provide feedback for Chairs
  - Senators will provide feedback for President
- Completion of a scholarship report

Upon review of meeting these qualifications, as well as a holistic review of leadership growth (Dependent on the self-reflection and comparison of quarterly performance), senators shall be eligible to receive the scholarship.

### **Section 5: General Requirements for ICC Officers**

Scholarships are optional and awarded based on merit and accomplishments. The ICC Advisor and ICC Chairperson shall review the performance and growth of the ICC scholarship candidates on a quarterly basis, and all ICC Officers are encouraged to evaluate each other. Considerations will include, but are not limited to:

- ICC meeting attendance
- Leadership training attendance for all sessions (spring, fall, and other)
  - Includes pre training requirements and submission of relevant documents
    - ♣ Submission of packets
    - ♣ Submissions of Reflection
    - ♣ Online Training Modules
    - ♣ Completion of assessments
- Shared Governance Committee meeting attendance (if applicable)
- ICC Committee meeting attendance
- Office Hours attendance
- Field Hours completion
- Regular attendance at ICC-sponsored events
- Completion of special projects and committee projects
- Quarterly Goals Submitted (personal growth goals, a program or event you want to implement, etc.)
- Quarterly Self-reflection
- Demonstrate professional standards (timely communication, engagement in meetings, being punctual, maintaining a positive attitude, etc.)
- Be in good standing with their academics and student conduct
- Feedback from Other Officers
  - Chairs will provide feedback for Vice Chairs
  - Vice Chairs will provide feedback for Chairs
  - ICC Officers shall provide feedback for Chairperson
  - Chairperson shall provide feedback for Officers
- Completion of a scholarship report

### **Section 6: General Requirements for Mentors@De Anza**

Scholarships are optional and awarded based on merit and accomplishments. The Mentors@De Anza Advisor and Lead Mentor shall review the performance and growth of the Mentors@De Anza scholarship candidates on a quarterly basis, and Officers are encouraged to evaluate each other. Considerations will include, but are not limited to:

- M@DA Senior Mentor meeting attendance
- Leadership training attendance for all sessions (spring, fall, and other)
  - Includes pre training requirements and submission of relevant documents
    - ♣ Submission of packets
    - ♣ Submissions of Reflection
    - ♣ Online Training Modules
    - ♣ Completion of assessments
- M@DA Committee meeting attendance

- Field Hours completion
- Regular attendance at M@DA-sponsored events
- Completion of special projects and committee projects
- Quarterly Goals Submitted (personal growth goals, a program or event you want to implement, etc.)
- Quarterly Self-reflection
- Demonstrate professional standards (timely communication, engagement in meetings, being punctual, maintaining a positive attitude, etc.)
- Be in good standing with their academics and student conduct
- Feedback from Other Officers
  - Chairs will provide feedback for Vice Chairs
  - Vice Chairs will provide feedback for Chairs
  - ICC Officers shall provide feedback for Chairperson
  - Chairperson shall provide feedback for Officers

**Section 7: Conflict of Interest**

The Student Leadership Scholarship shall be conducted in such a way as to prevent conflicts of interest. All potential conflicts of interest discovered will be made public. To this end, all evaluators (DASG President) must publicly disclose all campus groups and personal connection with the scholarship applicant. Where appropriate, the evaluator shall recuse themselves from voting on a decision for such scholarship.

**Section 8: Payment**

Scholarships are awarded quarterly excluding summer.

Scholarship amounts are as follows:

| <b>Awardee</b>                                     | <b>Maximum Quarterly Award Amount</b> |
|--|---------------------------------------|
| DASG President                                     | \$1,500                               |
| DASG Executive Officers                            | \$1,000                               |
| DASG Internal Officers                             | \$500                                 |
| DASG Diversity Seats                               | \$500                                 |
| DASG Advocacy Liaisons and Program Representatives | \$500                                 |
| ICC Chairs   | \$750                                 |
| ICC Vice Chairs                                    | \$500                                 |
| Lead Mentor  | \$300                                 |
| Senior Mentors (Chairs)                            | \$200/230                             |
| Senior Mentors (Vice Chairs)                       | \$175/220                             |

The allocation of funds for each position is directly proportional to the weekly demand placed on that particular role. This ensures that the distribution of resources is based on a fair and equitable assessment of the workload and responsibilities associated with each position.

Broken down per meeting etc.

### **Section 9: Timeline**

Quarterly Goals must be submitted by 4:00 pm the second (2<sup>nd</sup>) Friday of each quarter (fall, winter, and spring). All Scholarship reports must be submitted by 4:00 pm the tenth (10<sup>th</sup>) Friday of each quarter (fall, winter, and spring). All applications will be reviewed by the end of each respective quarter.

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### **Section 10: Disputes**

Should there be any disputes, the applicant can email the lead of their respective Program (DASG, ICC, or M@DA) and all their respective Advisors within seven (7) days of the released decision. An appeal meeting shall be arranged, and additional support documents shall be submitted for reconsideration.

Adopted: 5/17/2023

Amended: 10/11/2023

Amended: 11/15/2023

Amended: 1/8/2025