

Arizona Boys State SAMSUNG Scholarship Evaluation process.

The Department of Arizona, appoints a Samsung Administrator to consult with the AZBS Director to identify Boys State Application Review Judges, either returning or newly appointed. New appointees should be from a pool of staffers who have worked at AZBS at least five years before selection. Commensurate experience may be evaluated by the Director and Administrator. *See Administration Notes Appendix*

The deadline for applicants is 11:59 PM of the first day of Arizona Boys State.

Only applications received by National Headquarters by then will have a chance to be judged this year. There are no exceptions possible at State level.

The Judging can begin on AZBS Day Two. If the Judges have not been identified and trained by Day Two. The following should be done following these steps. This forms the Judge Team.

- Judge Training/Review today; on the entire process to include account setup if needed.
 - This can be summarized to the Department level only steps as used by the online tool provided by National for access by each Judge.
- Orientation immediately after you have your National Access account. (self-paced judge access becomes available once setup is complete)
 - The Administrator initiates the new account tied to email of each Judge.
- Quick meeting the next morning for Assigned applications per Judge available. The Administrator is unassigned unless needed for quantity. Typically three to four per Judge. Consider additional Judges if available. and Q&A Time/Place TBD
- Judging can unfold All day Wednesday until Dinner hour.
- Selection Process by the Judge Team Wednesday Night after Dinner Time/Place TBD
- Confirmation Review by the Judge Team Complete NLT Thursday Morning.
- Wrap up by Administrator and Notify National Thursday night
- Issue Winner Certification (Secret until announced Saturday)
 - Administrator obtains the certificate and conceals until awarded.
 - National does not publish until after our program is over.

Each Boys State program must certify and submit their program's Samsung scholarship nominee to American Legion National Headquarters **no later than**

midnight August 1st (local time) using the online system. AZBS Judge Team Selects Winner before The Boys State Week is over.

Administration Notes Appendix

The Public has had access to the Samsung American Legion Scholarship Application by other means.

On the Administration Home Screen the

Samsung Applications Needing Review will be link connected.

From that screen you will be able to review and score all new applications. The number in parentheses next to the link is a count of applications needing review. Your goal is to score all applications and keep this number at zero. After the application has been scored, it will automatically move to the "scored" table below. Most of your time will be spent here.

Samsung Applications Reviewed and Scored will be shown here

Use this table to compare scores of all applications and choose your DEPARTMENT FINALIST when finished scoring. You may also redo any application score or undo the finalist selection from here. Nothing is committed and can be undone until you notify the National Committee in the next step (which is activated after you select your department finalist).

Department Access Management link

Use this to add additional people assigned to grading the Samsung American Legion Scholarship application. Only these email addresses will have access to the department admin pages.

Downloads for Department Administrators: will be provided for use in the current year.

Don't save these for future use as they usually change year over year by National requirements.

IMPORTANT: It is recommended that you download and read the SOP document provided by National.

Printing the Essay Rubric in Appendix D will be helpful when scoring the essays.

