



Davis United World College Scholars
PROGRAM

2024-25 ANNUAL REPORTING REQUIREMENTS

Submission Deadline: October 1, 2024

Report Specifications for Fall 2024: The annual reporting requirements have three main sections, including a Written Report, a series of Forms, and an Alumni Survey. Please follow all instructions carefully. Your annual report will not be considered complete, and therefore grant funds will not be released, until our office receives all of the required components detailed below.

Section 1: Written Report

We require every partner institution to provide us with a written report on an annual basis. This written report serves two main purposes. First, it provides us with helpful context and updates regarding our partnership on your campus. Everything we do is in support of our Davis UWC Scholars, and so we love to hear what work you have been doing to recruit a strong cohort of Davis UWC Scholars on your campus, and how they are doing once they arrive.

Second, we use the information and stories provided by our partners to create our annual report, *Uniting The World*, hard copies of which you receive on an annual basis. Every year in our annual report, we feature several “Undergraduates in Action”, “Graduates in Action,” and “Presidential Perspectives.” To the extent that you and your institution are not particularly concerned about being considered for inclusion in our annual report for one of these features, some sections are now optional. More information on what is required versus what is optional is outlined below.

The written report should be drafted using a word processor (i.e. Microsoft Word or Google Docs) and saved and submitted as a PDF. Please format the written report so that each section is clearly delineated. While there are no requirements with regards to length of the overall written report, suggestions for the length of each section are included below.

- 1. Overview/Introduction (REQUIRED):** Please use this section to let us know anything that you think we should know about the Davis UWC Scholars Program on your campus. This section is intentionally vague and meant to serve as an opportunity for you to share what you believe to be the most important updates for us to know. **(Suggested length: 1–2 paragraphs)**
- 2. UWC Recruitment (REQUIRED):** What steps did you take over the previous year to recruit a cohort of Davis UWC Scholars? Please note which UWC campuses, if any, you visited in person, the dates of those visits, whether you made those visits with any other partner universities, and any virtual recruitment activities you participated in. What were the results of these efforts? Were you pleased with them? How will what you did last year inform your recruitment strategy for the upcoming year? **(Suggested length: 1–2 paragraphs)**

3. **Scholar Story (REQUIRED):** Provide one or two stories about the achievement(s) of an outstanding current scholar. We have current Davis UWC Scholars who are [doing research](#), [promoting peace and citizenship on campus](#), and volunteering on [UWC National Committees](#). Should your scholar story be selected, we will require a high-resolution photo for use in the next annual report. **(Suggested length: 2 – 3 paragraphs)**
4. **Graduate Story (OPTIONAL):** Every year, Davis Scholars graduate from our partner institutions and go on to do incredible things. We have Davis Scholars alums who are [grant writers](#), [public health researchers](#), and [filmmakers](#). We do not, however, have our own alumni coordinator, and therefore rely on our partner institutions to keep us updated on the wonderful accomplishments of our alumni. If you know of any great achievements, milestones, or honors of your Davis Scholars alums that we should be celebrating, please let us know! Should your alumni story be selected, we will require a high-resolution photo for use in the next annual report. **(Suggested length: 2 – 3 paragraphs)**
5. **Campus Events (OPTIONAL):** We know that many of our partners host events at which our Davis UWC Scholars shine. These may be cultural evenings, UWC Day celebrations, crystal globe ceremonies, or something else. If you hosted an event over the past year which included our Davis UWC Scholars, and you have a great photo of it, please send it along! And please continue to send these pictures to us for consideration for inclusion in the annual report throughout the year. **(Suggested length: NA)**
6. **Presidential Comments (OPTIONAL):** We are always interested in hearing from university leadership regarding the value of the scholars and the overall program to your campus. Every year, we feature several of these in our annual report. To get a sense of the types of quotes that have been included in the past, please read the Presidential Perspectives selected for the [2024 annual report](#). The best quotes tend to be one paragraph in length (approximately 5 – 10 sentences). While a Presidential comment is optional for all, it is highly recommended for those schools with cohorts of 80 or more Davis Scholars, and for our newer partners (those schools that have been partners for less than 5 years). **(Suggested length: 1 paragraph)**
7. **Fundraising Efforts and Recognition (OPTIONAL):** Every annual report includes a Philanthropists' Honor Roll. This helps our partners fundraise to cover the full cost of attendance for our Davis UWC Scholars by recognizing your donors whose contributions support your school's portion of the Davis UWC scholarships awarded. Please tell us of any donors or funding sources for inclusion in our Philanthropists' Honor Roll. **(Suggested length: NA)**

Section 2: Forms

1. **Final Admissions Data Survey:** Please provide final totals of your class of 2028 recruitment, using [this form](#). This information must be submitted by October 1, 2024.
2. **Scholar Roster Form:** Each partner is required to complete the Scholar Roster form. Additional information regarding requirements for the Scholar Roster Form by August 1, 2024.

- 3. New Scholar & Transfer Registration Survey:** Every first year and transfer Davis UWC Scholar must complete the New Scholar & Transfer Registration Survey. This year, the survey will be completed through Paperform. You can email your new and transfer Davis UWC Scholars this URL: <https://9ohfrocb.paperform.co>. Once a student completes their survey, your school's primary liaison will receive an email summary of their responses. The liaison must track which students have completed the survey and follow-up with those that still need to complete it. Once all of your new and transfer scholars have completed the registration form, send an email to info@davisuwcscholars.org to let us know that everyone has completed it. That lets us know that we can download the results for your school and match it to your roster. A video that shows you both the student facing survey, as well as the automated email you will receive once a student completes the survey can be accessed [here](#).

Section 3: Alumni Survey

We previously asked partner institutions to submit information on their Davis UWC Scholars alumni as a part of the annual reporting requirements. We paused this requirement during COVID, and heard from partners that the pause was appreciated as the alumni data was a particularly onerous component of the annual reporting requirements. We spent this year working with a small group of liaisons to develop a system that allows us to collect relevant data on Davis UWC Scholars Program alumni, while also being relatively simple and straightforward for partners to collect, collate and submit.

Beginning this fall, we're going to send a list of alumni to approximately 1/3 of our partner universities, and ask those universities to distribute a survey that we have created to those alumni. Partner institutions can decide at what point during the academic year they believe it would make the most sense to send out the survey. While we hope that most alumni complete the survey, partner institutions will *not* be asked to ensure that a certain percentage complete it. Rather, we'll ask that you distribute the survey, send out a few reminders to complete it, and that will be it.

If your school is not asked to distribute the survey to your alumni this year, you can expect to be asked to distribute it either next year, or the following year. In this way, every alumnus will be asked to complete the survey once every three years. More information regarding the Alumni Survey will be distributed in August or September 2024.