



Davis United World College Scholars  
PROGRAM

## 2023-24 ANNUAL REPORTING REQUIREMENTS

**Submission Deadline: October 2, 2023**

**Report Specifications for Fall 2023:** The annual report has two main sections, including a Written Report and a series of Forms. 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 the required components detailed below.

### Section 1: Written Report

We require every partner institution 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 begins on a new page and has a clear header. While there are no requirements with regards to length of the overall written report, suggestions for the length of each section are included below. Please submit this written report electronically by emailing it to If file is too large to submit, please request a Dropbox link to upload your full report.

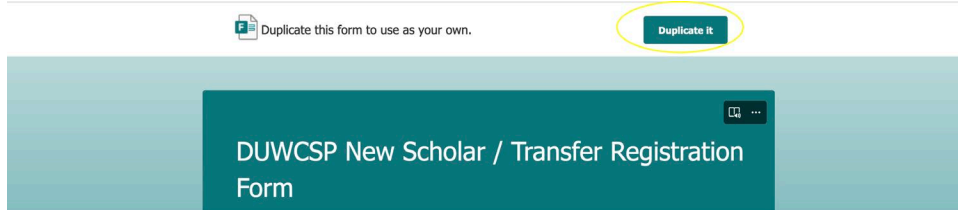
- 1. Overview/Introduction (REQUIRED):** Please use this section to let us know anything that you think we should know about the Davis UWC Scholars Program on your campus. This section is intentionally open-ended and meant to serve as an opportunity for you to share what you believe to be the most important 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. Transfer Students (REQUIRED):** Did any Davis UWC Scholars transfer out of your university during the 2022-23 school year? If so, how many? Did you notice any themes amongst the reasons why students decided to transfer? Please include any reflections you have here regarding the transfers, and any changes you are making to either your recruitment process, or the support you provide students once they matriculate as a result of the transfers. Note—if your university did not have any Davis UWC Scholars who transferred out of your university during the 2022-23 school year, you may skip this section.

4. **Scholar Story (REQUIRED):** Provide one or two stories about the achievement(s) of an outstanding current Davis UWC Scholar. We have found the best Scholar Stories are ones that describe a student who is excelling academically, socially, and achieving something meaningful outside of the classroom. Oftentimes, Davis UWC Scholars take on leadership roles on their campus, and we love hearing about the efforts that students are undertaking to leave their mark on their university. Some recent examples can be found [here](#) and [here](#). 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 per scholar)**
5. **Graduate Story (OPTIONAL):** Every year, Davis UWC Scholars graduate from our partner institutions and go on to do incredible things. We have Davis UWC Scholars alums who are [opera singers](#), [ed-tech entrepreneurs](#), and [university counselors](#). 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 UWC 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)**
6. **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)**
7. **Presidential Comments (OPTIONAL):** We are always interested in hearing from university leadership regarding the value of the Davis UWC Scholars and the overall program to your campus. Every year, we feature several of these in our annual report. If your President would like to be considered for inclusion in our annual report, please submit a quote here. 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 UWC Scholars, and for our newer partners (those schools that have been partners for less than 5 years). **(Suggested length: 1 paragraph)**
8. **Fundraising Efforts and Recognition (OPTIONAL, Excel or Word format):** Every annual report that we publish includes a Philanthropists' Honor Roll. This is intended to help 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)**

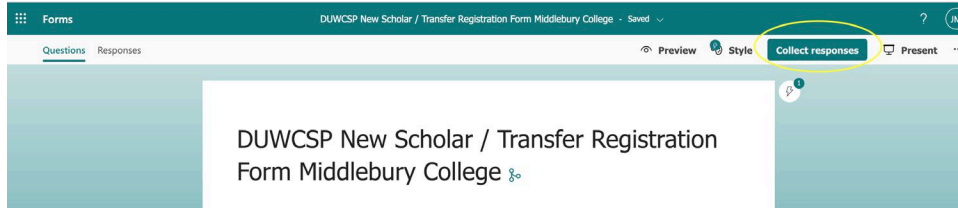
## Section 2: Forms

1. **Final Admissions Data Survey:** Please provide final totals of your class of 2027 recruitment, using [this form](#). This information must be submitted by October 2, 2023.
2. **Scholar Roster Form:** Each partner is required to complete the Scholar Roster form. Instructions for how to complete the Scholar Roster form can be found [here](#).
3. **New Scholar & Transfer Registration Survey:** Every first year and transfer Davis UWC Scholar must complete the New Scholar & Transfer Registration Survey. Please follow the steps below to send this survey out to your students, and ensure that they complete the survey, and you submit their responses by October 2, 2023.
  - a. First, access a template of this survey by clicking [here](#). After clicking the link, you will open a Microsoft Form titled, "DUWCSP New Scholar / Transfer Registration Form."

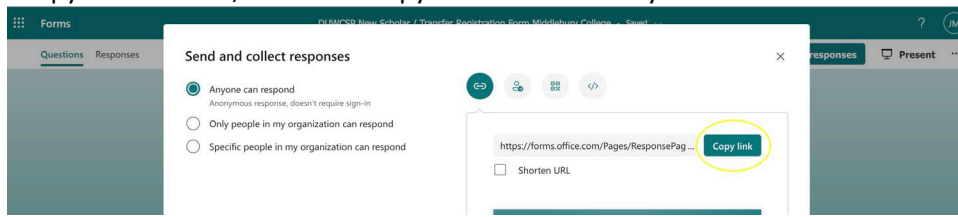
- b. At the top of that form there is a green button that reads, “Duplicate It.” Click on that button.



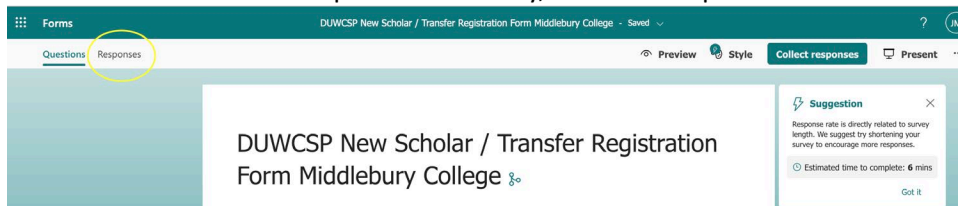
- c. That will open the same form, but with the new title, “DUWCSP New Scholar / Transfer Registration Form (Copy)”.
- d. Replace the “(Copy)” in the title with the name of your partner university.
- e. Once the survey is titled, “DUWCSP New Scholar / Transfer Registration Form <University Partner Name>”, click on the green “Collect Responses” button towards the top, right-hand side of the screen.



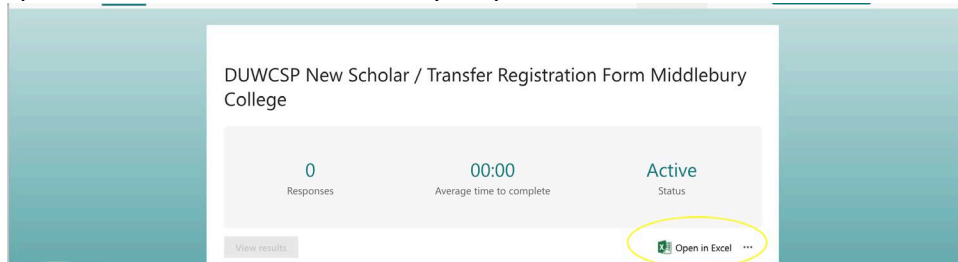
- f. That will open a pop-up, with several options for how you can collect responses. Click on the green “Copy Link” button, which will copy a link to the survey.



- g. Send an email to all new and transfer Davis UWC Scholars at your university and include in that email the link that you just copied.
- h. Once all students have completed the survey, click on “Responses” towards the top left-hand side.



- i. From the responses tab, click on “Open in Excel”. This will allow you to download an Excel spreadsheet with all of the survey responses.



- j. Once all your new and transfer Davis UWC Scholars have responded, and you have downloaded their survey responses into an Excel spreadsheet, email that spreadsheet to [info@davisuwcscholars.org](mailto:info@davisuwcscholars.org), with the subject line “<University Partner> DUWCSP New Scholar-Transfer Registration Form completed surveys”.