

Tillamook County Master Gardener's Association Procedures

2.17

Subject: COLLEGE SCHOLARSHIP COMMITTEE

Purpose: To award scholarships to eligible Tillamook County students in horticulture, natural resources and/or life sciences educations and careers.

SEE ALSO: Policy 1.4 – Scholarships

- Task 1** Scholarship Chair calls the committee together in December to discuss the upcoming calendar year and the tasks/procedures for the year. In most cases there will be existing Scholarship Committee members. The Chair will also enlist new members through the chapter.
-
- Task 2** The committee reviews the application packet and makes necessary changes so that they are ready to be mailed by the end of January.
- Task 3** Send application packets to colleges, universities and local high schools in January. There is an electronic list of schools, addresses, and contacts, which are to be shared from year to year.
- Task 4** Place advertisements in local newspapers in February, and leave application packet at Extension Office. Also, create flyers to display throughout the county. Elicit help from Publicity Committee for the newspaper articles and other publicity.
- Task 5** Create or make changes to existing Rating Form, used to rate the students and their applications.
- Task 6** Have committee members review applications at Extension Office, at their convenience, sometime between April 1 and May 1. Completed applications are to be returned to TCMGA no later than April 1.
- Task 7** Mid-May the committee meets to discuss applications, students, and ratings and makes decision regarding the granting of award(s).
- Task 8** Near the first of June, attend local awards ceremonies of winners and present (or send if not currently local) awards to chosen winners including in their award packet an acceptance letter. Arrange ahead-of-time for photo-op(s). Mail rejection letters to each student who did not receive an award.
- Task 9** Place an announcement in local newspapers and in the TCMGA Thymes.
- Task 10** Committee Chair will be responsible for all records retention guidelines as outlined in the Scholarship Committee Policies.
- Task 11** Treasurer disburses the funds on receipt of proof of enrollment as described in Policy 1.4.