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Scholarship Committee Chairperson Guidelines, 1978

Ann Fortenberry

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Any revisions to made on the scholarship announcement and application should be approved by the chapter president and/or the executive committee.

The chapter treasurer decides how much money will be allocated for the scholarship each year.

The executive committee may decide whether the money is to be given in one lump sum or if it is to be divided into more than one scholarship. Sometimes this decision is left up to the Scholarship Committee. At any rate, the chapter president will notify the chairperson of these decisions.

A deadline for the mailing of the scholarship announcements and applications should be set. In the past, this has been in December.

A deadline for the announcement of the winner(s) of the scholarship(s) should be set. This date depends upon the dates of the annual Southeast chapter and national association meetings so that the winner(s) may make plans to attend if they choose to use the money for that purpose.

The chairperson is responsible for the printing and mailing of the scholarship announcements and applications. If the chairperson's home library does not pay for the expenses involved (cost of printing, paper, envelopes and stamps), the chapter treasurer will reimburse the chairperson if proper receipts are sent to the treasurer.

The chairperson must ask the treasurer to send mailing labels for the envelopes.

The chairperson should send a copy of the scholarship announcement to the chapter newsletter editor so that it can appear in the next newsletter.

After the deadline for the receipt of the applications, the chairperson sends copies of the applications and letters of recommendation to the members of the scholarship committee and asks them to vote on the applicants. The chairperson tallies the votes.

The chairperson notifies the committee members of the results.

The chairperson gives the chapter president the names of the winner(s) and the president then notifies the winner(s). The chapter president also asks the treasurer to send the money to the winner(s).

The chairperson of the scholarship committee notifies the losers.

The applications and letters of recommendation for the winner(s) are kept in the committee's documents. Those of the losers are destroyed.

The chairperson asks the scholarship committee for recommendations for the following year's committee. These suggestions are presented to the chapter president.

An annual report of the scholarship committee's work is presented to the chapter president. Consider article in newsletter, too. Keep copy of annual report.

The committee's documents are mailed to the succeeding chairperson.

Ann Fortenberry, Chairperson
June 1978