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Letter to Scholarship Committee members regarding Committee business, September 24, 1991

Jean Holcomb

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TO: SEAALL Scholarship Committee members;
Herbert E. Cihak
Georgiana Gekas Wellford
Pamela D. Williams

FROM: Jean Holcomb, chair *JMH*

RE: committee charge and calendar for the year's activities

DATE: September 24, 1991

Welcome to the Scholarship Committee! I have spoken today with Chapter President Mary Cross about this year's charge to the committee by the Chapter Executive Board and about the funding level that will be available for disbursement. Yesterday I received the committee's archives from the 1990-91 Chair Wes Daniels.

During their recent conference call Board meeting, the Executive Committee formulated the following directions to our committee after taking into account the end of the year recommendations of the 1990-91 committee:

1. in 90-91 the scholarship application form, the method of awarding the scholarships and the score card used by the committee in its selection process were all reviewed and revisions were made
 - a. the Board feels that the application form, method and score card should be used without further revision by the 91-92 committee
2. the 90-91 committee felt that applicants should be required to submit a formal statement signed by their employers which outlines the official travel funding policy of their library
 - a. the Board feels that this would not be appropriate and that the current question which asks the member to detail the policy is sufficient
3. the Board feels that the requirement for two letters of recommendation continues to serve a useful function in the evaluative process and wishes this to continue to be a requirement
4. the Board feels that the criteria "potential for staying in the profession" which could not be removed without a vote of the membership should, in fact, remain as a factor
5. the Board invites the committee, if we agree, to offer a formal proposal to come before the membership at the April meeting to create a student award which would be given to a currently enrolled library school student to attend the SEAALL annual meeting, we are also to consider the feasibility of having a separate award for a minority scholarship
 - a. please let me know your feelings on these two ideas-- do

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you think that these two new awards should be created? If so, how do you think they should be funded--from the general scholarship money pool or from some other source?

6. the Board approved the allocation of \$3,000.00 to be awarded by the committee to members with the amount of each award to be based on need and the actual cost of the activity for which the applicant is seeking a scholarship

7. last year two applicants wished to use their scholarship to attend the AALL Mid Winter Institute which comes at the end of January, but because of the mechanics of the scholarship process the decisions could not be made within the time frame necessary to accommodate those requests and the two individuals choose other events to apply for

a. I hope that since the committee will not need to spend time revising any of the forms and procedures, we can jump right in and get the application process rolling with the goal being to have the recipients notified of their awards by December 16--in time for the Winter Institute--and we can put our feet up for the holidays with a clear conscience!

b. with this December 16 goal in mind, I propose the following time table--please call me right back if you can foresee any problems:

- i. mail applications with cover letter of explanation by October 7
- ii. completed applications due to me by November 21
- iii. copies of the applications and the score sheets will be mailed to you by November 25
- iv. score sheets will be returned to me by December 12
- v. winners will be notified by me on December 16

8. I look forward to working with you on this project. Please don't hesitate to contact me if you have any suggestions or questions.