

## **Scholarship Committee**

1. **Purpose:** The Scholarship Committee is a standing committee of the Society of Georgia Archivists. The Committee is responsible for selecting the recipient of the Carroll Hart, Larry Gulley, Edward Weldon, Anthony Dees, and Brenda S. Banks scholarships.

### **2. Composition and Membership:**

A. The Committee is administered by a Chair, appointed by the President, with the advice and consent of the Executive Board and is composed of at least two additional members.

B. The Chair and the committee members shall serve a one-year term.

### **3. Reporting Procedure:**

A. The Chair reports directly to the Executive Board.

### **4. Responsibilities:**

A. Promotes awareness of the Carroll Hart, Larry Gulley, Edward Weldon, Anthony Dees, and Brenda S. Banks scholarships among the members of the Society.

B. Encourages and solicits nominations for the Carroll Hart, Larry Gulley, Edward Weldon, Anthony Dees, and Brenda S. Banks scholarships from the members of the Society.

C. Solicits contributions to the Carroll Hart, Larry Gulley, Edward Weldon, Anthony Dees, and Brenda S. Banks Scholarships. Acknowledges contributions at the end of the calendar year by posting a list of donors in the SGA newsletter.

### **5. Procedures:**

A. Updates the standard information for SGA scholarships which is to be published in each issue of the Society's newsletter and posted on the SGA website. The information should indicate the deadline for applications and provide the address to which applications should be submitted.

B. Information regarding deadlines for scholarships is posted on the SGA listserv one month prior to the deadline.

C. Prepares application forms for each scholarship and updates the Scholarship page of the SGA website with current information and forms. The Chair also sends applications to interested individuals who request them.

D. Verifies with the Administrative Assistant that each scholarship applicant is a member in good standing in the Society, if this is a requirement of the scholarship.

E. The Chair distributes copies of the applications among the members of the Committee for evaluation and confers with them regarding the means by which they will arrive at their decision. Committee members review the applications and select the recipient.

F. The Chair notifies the Executive Board via email as soon as a selection is made.

G. The Chair notifies the selected applicant by email or telephone and conveys any requirements expected of the recipients (i.e. reports to the SGA Newsletter editor regarding their experience, separate application to the Georgia Archives Institute, etc.).

H. Prepares a news article for submission to the Society's newsletter announcing the winner of each scholarship.

I. A certificate is prepared and presented to each of the scholarship recipients at the SGA Annual Business meeting. If the recipient is not present, the Chair mails the certificate to the recipient.

J. The President is responsible for acknowledging all major contributions (\$50 or more) to the SGA scholarships.

6. **Approved by the Executive Board:** October 12, 2010