

Scholarship Chair Job Description

Responsibilities

- Notify Westford Academy and Nashoba Valley Technical High School of WSC scholarship in September of school year. Need to know the Head of Guidance at each school (on their respective web sites). Provide a copy of the application form and that closing date is April 1st of the next year.
- During the fall/winter, remind members at general meetings of the scholarship and if they have children/grandchildren, etc., who will be graduating the following spring, to apply.
- In April/May:
 - Review all applications received. Determine those who are related to members (given priority).
 - Depending on the 50% balance of the scholarship fund, determine number of scholarships to be awarded. (\$500.00 each).
 - Choose recipients.
 - Prepare letters to recipients. Letter includes invitation to come to general meeting in July/August to meet the membership.
 - Provide Treasurer with names of recipients at May general meeting.
 - Mail letters with checks to scholarship recipients other than Westford Academy.
 - Inform Guidance Dept. at respective schools of scholarship recipients.
 - Attend Awards Night at Westford Academy and award those recipients their scholarships during ceremony.
- June Meeting:
 - Announce all recipients at general meeting.

Deciding on Recipients

This is up to the chair. In the past the chair has looked at the overall application (financial, academic, part time work, extracurricular and family - then there is a paragraph the students write about what the outdoors means to them - and that usually is the tipping point - fishing, hunting, respect for nature, etc. Of special interest is whether there is a family member who is a member of WSC - priority is given to our members' families