

# Tanana District Leaders Council Scholarship Committee Standard Operating Procedures

## Duties and Responsibilities of the Committee:

- 1) To review scholarship applications for the Youth, Leadership and Higher Education Senior Scholarships then make recommendations of who should receive the scholarships as well as to dollar amount for Youth and Leaders Scholarships to the Tanana District Leaders Council (TDLC). Recommendations to be based on the Scholarship Guidelines, Applications and the yearly scholarship budget.
- 2) Review and make recommendations for changes to the Scholarship Guidelines, applications matrixes and Standard Operating Procedures. Changes will only be made once a year so all applications for scholarships will be applying under the same guidelines for the 4-H year. The process for making these changes will be:
  - a. Proposed changes will be presented to the TDLC during the September meeting each year for discussion.
  - b. Voting on the changes by the TDLC will be done at the October meeting
- 3) Provide a training each year to Leaders and Youth on what is expected on the applications and pointers on how to fill out the applications.

## Composition, Terms and Appointment of Committee Members:

- 1) The committee will consist of 5 leaders. One of these leaders will be the Vice President. This is to insure that at least one officer is on the committee.
- 2) The Committee will recommend a chairperson to the TDLC President for appointment.
- 3) There will be no more than two TDLC officers on the committee.
- 4) There will be no more than two leaders from any one club.
- 5) Any leader in good standing can be nominated with their consent or volunteer to serve on the committee.
- 6) Each year the president will appoint leaders to fill the open committee seats with confirmation vote from the leaders council.
- 7) If a position on the committee becomes vacant before a leader's term is complete, a new leader will be appointed as outlined above to fill the remainder of that term.

## Responsibilities of Chairperson (Please note that the chairperson can delegate the responsibilities below to other committee members if it will serve the best interests of the committee or TDLC)

- 1) To coordinate and chair the Face to Face meeting each year as described in the SOP below.
- 2) Send applications in both the listserve and 4-s of the committee -325s

- 7) Make the recommendations to the TDLC for who is to receive and the amount based on input from committee members and the yearly approved budget.
- 8) Coordinate and make recommendations to TDLC for changes as proposed by the committee to this document, the Application, Matrix and Guidelines.
- 9) Answer any questions from leaders or parents about how the recommendations were made.
- 10) Maintain a record for at least 5 years of those that received scholarships and the amounts. Pass this record on to the new Chairperson when their term is over.
- 11) Notify any applicant that does not receive a scholarship within 5 days of the decision.
- 12) Maintain the documents to pass on to the next Chairperson.

#### Standard Operating Procedures (SOP) for the Committee:

- 1) The committee will have at least one face to face at the beginning of the year. The time for this meeting is up to the committee members but it is to be held before the first application deadline on November 15 of each year. The following will be the purpose of the face to face meeting:
  - a. To acquaint new members with the guidelines, applications and matrix
  - b. At least two mock applications for each the leaders and youth will be scored to try and establish consistency between members in scoring.
  - c. Provide each member with the most up to date guidelines, applications and matrixes.
- 2) Provide the mandatory training to Leaders and Youth on what is expected on the applications and give tips and pointers on how to fill out the applications.
- 3) To review and make recommendations on scholarship applications as follows:
  - a. Within ten (10) days of the close of the application deadline the Chairperson will send electronically to each committee member a copy of each application along with a cover email stating how many and who the applicants are and the amount of scholarship money available for that period based on the Scholarship Guidelines and the budget for the year.
  - b. Within ten (10) days after receiving the applications the committee members will return electronically the scoring matrix scores and recommendations to the Chairperson.
  - c. The Chairperson will then average the scores and inform the committee members of the amounts to be recommended to the TDLC for each applicant at least (5) days prior to the TDLC meeting. If consensus cannot be reached then the chairperson will call a face to face meeting or use other means of communication to resolve any issues.

#### Code of Conduct for members:

- 1) Members of the committee will not discuss the applicants with other leaders outside of the committee.
- 2) Those committee members with a youth or themselves that are applying for the scholarship will participate in reviewing and scoring their own or their children's application.
- 3) The TDLC President may remove a leader from the committee if they do not participate in at least two of the four application periods.

Revised: 10-9-18