**Purpose Scope Objective:**

The purpose of the Scholarship Chair is to develop, grow, and direct the scholarship program for the Chapter. The scholarship program shall be continuous and dynamic to keep up with the changes in education. The Scholarship Chair is expected to evaluate the program and suggest changes to the chapter Executive Committee as needed.

The current program is a reimbursement for enrollment costs and other educational expenses. The Scholarship Program allows for an annual maximum of $10,000 distributed amongst University, Graduate, and Community College students.

**Roles and Responsibilities:**

The Scholarship Chair is expected to attend all scheduled Executive Committee meetings and provide a general Scholarship Program overview. This may include the following examples:

* Recommendations for updates to the application process
* Receipt and review of scholarship applications with recommendation to accept or reject.
* Recommendations on changes to the program itself

**Procedures:**

Scholarship applications must be received electronically or by mail postmarked by the designated deadline.

The deadline for applications is January 31st.

The Executive Committee will determine which application(s), if any, to approve and fund during February’s Executive Committee meeting following the deadlines.

Delivery of the scholarship funds will be made during the Bakersfield Chapter PDC Luncheon.

**Monthly General Meeting:**

1. Shall promote the scholarship October to January.
2. Shall promote the scholarship program review to put together a committee to update it around August.

**Monthly Executive Committee Meeting:**

1. Attend all scheduled Executive Committee meetings.
2. During the February meeting, the Scholarship Chair will present applicants and make recommendations for approval of potential recipients meeting the qualifications.

**General Duties:**

1. Promote the scholarship program.
2. Review applications for accuracy and requirements met.
3. Make recommendations on the applicants to the Executive Committee Meeting
4. Send an email to the Membership Chair to forward to the membership around December and beginning of January to remind members.
5. Contact the recipients by the beginning of March to notify them and see if they can attend the Symposium to receive their recognition and check.

**Resources:**

ASSP Scholarship Application

ASSP Scholarship Eligibility requirement

ASSP Chapter Web site

ASSP General Council meetings

Campus Career Centers (CSUB, BC, Taft College)

**Continuous Improvement:**

This document will be reviewed and updated annually and submitted to the Long-Range Planning Chair by the May Executive Committee meeting. The Scholarship Chair will be responsible to perform this update.