



Mountain Garden Club Position Description Form

Position Name

Scholarship Chair

Date Created: Feb 11, 2017

Form Creator Name: Deborah Bryant

Home Phone: _____

E-Mail Address: deborah.bryant@myfairpoint.net

Committee Name: Scholarship

Position Overview:

The most current past president serves as ex officio of the Board for a term of two years. Part of his/her responsibility is to assume the chair position of the Alice T. Madden Scholarship Fund during this period of time.

The scholarship program is dedicated to assisting the youth of the Mount Washington Valley pursue a higher education in any of the "green" educational disciplines.

Skills/Abilities/Other Requirements:

1. A good understanding of the scholarship program
2. Good communication skills
3. Good organizational skills
4. Is able to form and chair a committee to review applications in a timely manner

Essential Position Functions:

1. Serve a two year term
2. Form a committee for a two year term, must be an odd number to break a tie if needed
3. Designates 1 or 2 people, not on the committee, to review each application and remove all personal information so it is ready for a blind selection process.
4. Communicate with the the guidance counselors of Kennett High School and Fryeburg Academy (SAU9, Sau13 and SAD72) to inform them of our scholarship and the requirements and application process
5. Notify previous applicants and recipients of scholarships of our current application process
6. Notify Publicity Chair of the need for press releases
- 7 Attend Scholarship Fairs when able

Print Form

Rev. 2017



Mountain Garden Club Time line Template

Event/Publication

Scholarship Chair

Date Created: 2/11/2017 Form Creator Name: Deborah Bryant

Event/Pub Date: (appx) _____ Form Creator Tel.: _____

Date to Begin By: _____ Form Creator Email: _____

Committee Name: Scholarship

You can type as much as you like in any box. The form will automatically expand to handle the increase. If you need more categories (which you probably will) just click on the "Time Category" Button.

Time Category	Actions Necessary	Tips & Best Practices
January	a. Submit any changes to the Alice T. Madden scholarship description and application form for the web page to the MGC web master. b. Send changed scholarship description and application form via email or USPS to the Guidance Officers at Kennett High School, and Fryeburg Academy. c. Remind above mentioned schools of MGC scholarship restrictions (course studies, required components of application form, number and dollar amount of awards given, and deadline for submission by the student). d. Remind above mentioned schools that MGC will be selecting scholarship recipients and provide the contact information for the scholarship chairperson. e. Email MGC scholarship recipients for current year to inform them of the updated scholarship application form for the upcoming academic year and remind them that if they are interested in the MGC scholarship again, they need to reapply in full. f. Email MGC scholarship recipients (college undergraduates and master's degree candidates) to inform them of the 35 National Garden Clubs INC scholarships, each in the amount of \$4000.	a. As of January 2010, DD Warren is the MGC web master. She will post an application with all of the information on the website. b. Contact each school to find out who the Guidance Officer is. They can change from year to year. c. Refer to the National Garden Club web site for most current information on their scholarship awards.
February	a. Have the Publicity Chairperson submit press releases informing the Mt. Washington Valley community that the Alice T. Madden scholarship application is available, stating requirements and where it can be obtained.	a. As of 2017 the Publicity Chairperson is Kathy Koziell



Mountain Garden Club Time line Template

Event/Publication

Scholarship Chair

Time Category	Actions Necessary	Tips & Best Practices
March/April	<p>a. March 31 is the deadline for receipt of the scholarship application forms. Ensure that the MGC member who collects mail is aware of the deadline. He/She must note the date of receipt of the scholarship applications and prepare them for a blind review for the committee members.</p> <p>b. Form a small independent committee 1 or 2 members.</p> <p>c. The independent committee will log in each received application, make a working copy of each application, code the copy with a number and blank out the applicants name and all personal information, so it is ready for a blind selection process.</p> <p>The committee makes 5 copies each of the scholarship application and delivers them to the scholarship chairperson.</p> <p>d. The scholarship chairperson delivers the copies of applications along with a ranking form based on 1-5 points to each member of the committee.</p> <p>e. The scholarship committee members review each application independently and rank them using a 5-points form, giving consideration to the scholarship requirements listed in the form.</p> <p>f. The scholarship committee members will review the applications collectively and make a final decision on who the scholarship recipients will be for the coming academic year.</p> <p>g. Scholarship Chair will report, # of applicants and awards to the MGC Board</p>	<p>a. As of January 2010, the assistant treasurer, Lennie Whitmore, collects the MGC mail in North Conway</p>
April/May	<p>a. The scholarship chairperson notifies all applicants with either an acceptance letter or a rejection letter. He/she will also notify Fryeburg Academy and the Kennett High School Awards chairperson (if a KHS senior has been selected for an MGC award) with the students' name, the dollar amount, and when it will be paid.</p>	<p>a. When notifying the scholarship recipients, request a photo of them for the MGC Yearbook and press coverage and their school mailing address.</p>
June		
July	<p>a. If applicable, send post-secondary student award payments for the fall semester.</p> <p>b. Obtain check from the treasurer for the amount needed.</p>	
August	<p>a. have the publicity chair prepare a press release about the MGC scholarship recipients and any interesting information about what they are doing over the summer (such as work projects relating to their major) and submit with a photo or two to the Publicity chairperson for the local newspapers.</p>	



Mountain Garden Club Time line Template

Event/Publication

Scholarship Chair

Click to Add a
Time Category

December/Januar

A. Obtain official transcripts from first year students for the first semester
b. Notify committee, treasurer and MGC Board of transcripts.
c. Obtain check from Treasurer, mail directly to colleges for second semester.
d. Notify scholarship recipients That checks have been sent.
e. update the scholarship application form for the upcoming year.
f. Webmaster will update the website with changes.

a. January 31st is the deadline for receiving 1st semester transcripts.
b. Minimum GPA 2.5 is required by MGC.

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Scholarship Rating Form

Five (5) Points for each category

Code No.	Academic Record 40%	Letter and Essay 30%	Honors/ xCurri- cular/ work exp 10%	Financial Need 15%	Recommen- dations 5%	Total	Comments
001							
002							
003							
004							
005							
006							
007							
008							
009							
010							
011							