

Scholarship Committee Timeline

January

- Contact treasurer to prepare checks for second half of Ed Grants
- Early January—general membership meeting with recent Ed Grant applicants invited to attend.
- Distribute checks for Ed Grants to applicants either at membership meeting or by U.S. mail.
- Review Educational Grant application for revision.
- Identify NCCWSL applicants through local college contacts and recent Ed Grant applicants.
- With help of Education and Scholarship Treasurer, register NCCWSL applicants.

February

- Plan publicity for Ed Grants—work with branch communication committee
- Continue with NCCWSL application process—attempt to register applicants before Early Bird deadline/ date to be announced in October.

March – April

- Work with Book Author Luncheon Committee to raise funds for Ed Grants. Once the luncheon has taken place, the committee will have an idea about how many Ed Grants can be given
- Finalize NCCWSL applicants' registrations.
- Start newspaper/ social media/ local postings for Ed Grant applications.

May

- Monitor Ed Grant Gmail account for applications.
- Monitor publicity as it appears in local media/ adjust as needed.
- Announce at LCV AAUW meetings and in the newsletter that we are seeking Ed Grant applicants.

June

- Ask NCCWSL attendees to write a summary of their experience at the conference to share with our branch members/ summarize their comments to share with branch members.
- Print Ed Grant applications for files
- Make digital files for Ed Grant applicants.
- After Ed Grant deadline (June 12, 2023—to be determined for 2024), forward all files to committee members.
- Convene committee meeting to select recipients.
- Meet with LCV AAUW board to inform members of recipients and request funds for Ed Grants
- Inform recipients of their awards/ inform applicants not chosen of the decisions.
- Invite recipients to luncheon to meet committee and receive their awards.

July-August

- Meet recipients at a luncheon to present their awards for semester 1. If they cannot attend the luncheon, send their checks by U.S. mail. Obtain publicity consent forms from recipients.
- Arrange for photos of the recipients and prepare brief biographies for publicity.
- Review application and process to select applicants for revision.
- Begin publicity of recipients in LCV newsletter, LCV website, Book Author Luncheon donors, and local media
- Set meeting for fall.

September- December

- Committee meetings to review application process and revise as needed.
- Plan for publicity: identify contacts at local colleges and other sites.
- Identify NCCWSL applicants through last year's Ed Grant applicants and at local colleges.
- Ask LCV AAUW members for nominations for NCCWSL applicants.
- Ask Ed Grant recipients for their semester 1 transcripts and their semester 2 course registration.
- Invite Ed Grant recipients to January tea to meet LCV AAUW members and receive the second half of their awards