



## **AAUW – Redlands Branch Nancy Yowell Memorial Scholarship**

### **Committee Guidelines**

1. A local scholarship committee will be responsible for fund raising, choosing recipient(s) and promoting availability of the Nancy Yowell Memorial (NYM) Scholarships. The committee will consist of a minimum of five members. There will be two (2) co-chairs, one to handle the application process and one to handle fund raising.
2. Applications should be due and postmarked by a February deadline as determined by the committee.
3. Submittals should include a cover letter, the application, a short essay on educational and career goals, two or more letters of recommendation and transcripts (unofficial are acceptable).
4. The committee will hold fund raisers to support the scholarships, committee costs and contingency fund. The Redlands branch does not have a tax exempt number and therefore donations are not tax-deductible. Donors are given a receipt upon request.
5. Successful candidates will be invited to the April branch meeting to meet the membership and receive their awards.
6. Guidelines for selecting recipients are to be followed as approved by the Board.
7. The number of recipients and the amount of the scholarships awarded shall be determined on a year-to-year basis by the committee. Amounts will vary due to funds available and review of the applications.
8. The committee needs to publicize the scholarship and the fund raisers through articles in the Branch newsletter. The scholarship qualifications, applications, and guidelines will also be available on the AAUW Branch website. Information alerting students to the scholarships will be distributed to local colleges and universities.
9. It is the Chair's responsibility to: convene the committee; set the date for the selection of recipients; plan a presentation to the Board no later than March. The Chair will also invite the recipients to a branch meeting in April where they will be introduced to the membership.

## TIME-GUIDELINES

- Aug-Sept: Hold a committee meeting to discuss fundraising
- Aug-Sept: send out the applications to Universities and colleges (including but not limited to: Mt. San Jacinto, Cal Baptist, Riverside Community College, Valley, Crafton, National, Univ. of Redlands, UC Riverside, CSU San Bernardino, Loma Linda, CSU Fullerton, CalPoly Pomona)
- Nov: Send information to Publicity Chair for press releases regarding application to be released in December-January
- February: Deadline for applications. Copy applications received and mail to selection committee members. Hold a committee meeting to select recipients.
- March: Present recipients names to Board. Notify all applicants and invite recipient(s) to April Branch meeting.
- April: Recognize recipients at Branch meeting
- May: write final report, mail to committee members and have ready for the fall Board meeting
- Aug: Give names and email addresses to newsletter distributor so recipients can receive newsletter for one year following their selection.