

## Scholarship Chair

The Chairperson is appointed by the President

- ❖ Administer the Scholarship program for the Guild
- ❖ Hold drawing for scholarship winners and alternatives at guild meeting
- ❖ Notify scholarship winners and alternates
- ❖ Inform winners of scholarship procedures and how to submit reimbursement forms to the Scholarship Chair. Confirm winners have received the information
- ❖ Coordinate with 2<sup>nd</sup> Vice President regarding guild workshop scholarships
- ❖ Remind winners several months before the June 30<sup>th</sup> deadline that scholarship reimbursements must be submitted by the deadline
- ❖ Submit the substantiating documents to the Treasurer for reimbursement to the winner