

Manual of Instruction

Section Name: Chairs

Section Number: 2.25

Title: Scholarship

Description: NYS Women, Inc. Local Chapters offer a range of scholarship opportunities to high school seniors and/or women reentering the educational system or furthering their education.

Duties of the State Chair: Scholarships at the State level are awarded through the Grace LeGendre Endowment Fellowship, an affiliate of NYS Women, Inc. (see MOI 4.02)

Duties of Local Chapter Chair:

- 1) Establish a committee to develop or implement a scholarship program.
- 2) Develop applicant criteria for awarding scholarships (e.g., high school seniors entering college, women furthering education to reenter the workforce, graduate program)
- 3) Create an application and distribute materials to local schools / businesses, the local chapter's media sites (e.g., newsletter, website, face book page) and local chapter members.
- 4) Create a checklist and rating form to evaluate each applicant.
- 5) Plan meeting(s) to discuss amount of award(s) to be included in Local Chapter budget; invite Local Finance Chair, Fundraising Chair and Treasurer
- 6) Plan committee meeting to evaluate applicants and select awardees
- 7) Consult with the Local Chapter President and/or the Local Chapter Program Chair for scheduling of awards presentation

Financial Implications: included in Local Chapter budget

Included in Toolkit

TK 2.25 Application

TK 2.25 Rating Form

Date of Board Approval: 4/6/2013

Effective Date: 4/6/2013

* Underlined passages denotes wording from the NYS Women, Inc. Bylaws
n/a