

Scholarship Committee				
# Members	Term	Meetings/year	Required by LQG By-Laws	Last updated
3	3 Years	Varies	YES	10/2018

1. Send notices for scholarship out by December 15 via email to NSQG Newsletter editor for inclusion in February 15 Newsletter. Chris Fraser cfdesigns@charter.net
2. After the 1st of the year:
 - a. email to: Michael James MJames2@unl.edu; Leslie Levy llevy5@yahoo.com; Carolyn Ducey cducey@unlnotes.unl.edu; Jonathan E Gregory jgregory3@unlnotes.unl.edu; Lydia Neuman lydia.neuman@unl.edu; Claire Nicholas cnicholas2@unl.edu; Marin Hanson mhanson4@unlnotes.unl.edu; Mary Ourecky mourecky2@unlnotes.unl.edu; Sarah Walcott sarahforrestwalcott@gmail.com
 - b. Send to the LQG webmaster for inclusion on the LQG website/blog/newsletter.
 - c. Email the Journal Star Neighborhood Extra editor, Mark Schwaninger mschwanninge@journalstar.com
 - d. Sheila Green will post on Facebook pages (LQG, NSQG, LMQG, OQG, OMQG)
3. Contact guild president to get the mail for you.
4. The scholarship committee decides on a recipient after April 1 based on the applicants' letters of recommendation. A letter of congratulations should be written by the Scholarship Chair and given to the Treasurer so she can issue the check and send it with the letter to the winner. Also send announcement about the recipient and a photo to Michael James, Neighborhood Extra, NSQG and LQG Newsletters. The IQSCM is a great place to meet the recipient and take his/her photo.
5. Send polite letters informing applicants who did not win the scholarship thanking them for their application.
6. Send the information to the guild president.
7. Invite the recipient to tell the Guild about their project at an LQG meeting when their project is completed or at the final stages of completion (generally a year after scholarship awarded).
8. Announce the award at the April meeting.
9. Committee members will make all decisions for the Committee with concurrence from the LQG Board. The Committee does not have to answer to outside influences. In the event that problems are encountered, the Committee Chair should contact the LQG President.
10. When appropriate, the Chair should submit any proposed changes to this Committee description to the LQG President. Only the LQG Board has authority to revise Committee descriptions, including purpose, process for adding new members, and/or duties.

*Enjoy your work on this committee. Your enthusiasm carries over to others!
Thank you for serving Lincoln Quilters Guild!*