

<b>Scholarship Committee</b>				
<b># Members</b>	<b>Term</b>	<b>Meetings/year</b>	<b>Required by LQG By-Laws</b>	<b>Last updated</b>
<b>3</b>	<b>3 Years</b>	<b>Varies</b>	<b>YES</b>	<b>11/2017</b>

1. Send notices for scholarship out in November before Thanksgiving. Send them to:  
University of Nebraska – Kearney  
  
University of Nebraska – Lincoln Home Ec  
P.O. Box 380838, Lincoln, NE 68583-0838  
  
IQSCM (International Quilt Study Center and Museum) – Carolyn Ducey  
P.O. Box 830838, Lincoln, NE 68583-0838
2. After the 1<sup>st</sup> of the year, send the notices to the:
  - a. NSQG, newsletter editor
  - b. Digital Committee Chair for inclusion on the LQG website
3. Contact guild president to get the mail for you after March 1<sup>st</sup>.
4. The scholarship committee decides on a recipient in March. A letter of congratulations should be written and given to the Treasurer so she can issue the check and send it with the letter to the winner.
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 the April meeting.
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!*