



SCHOLARSHIP PROCESS

1. The scholarship committee prepares and submits to the board for approval the scholarship announcements which should include requirements, eligibility, open and closing date, how to apply, documents to be submitted, amount and value of scholarships,
2. The scholarship committee prepares and submits the evaluation plan, matrix, and award ceremony plan to the board for approval,
3. The board approves announcement, matrix, evaluation, and ceremony plan and provide available \$ as per the budget.
4. The scholarship committee:
 - Sends invitation to members, advertise, etc. with public relations and social media support.
 - Define quantity and number of scholarships with the board.
 - Checks applicant submission for completeness and meeting the requirements.
 - Evaluates applicants.
 - Makes a recommendation.
5. The scholarship committee submits the recommendation for approval to the board.
6. The Board approves recommendation and signs agreement with the successful applicants.
7. The scholarship committee presents award to successful applicants at the award ceremony.