

SCHOLARSHIP AWARDS

JOB DESCRIPTION

The Scholarship Awards Chairman is appointed by the Tinker Officers' Spouses' Club President. The Chairman, along with the Scholarship Committee, plans, coordinates, and disperses the Scholarship Awards.

COORDINATING OFFICER:

The First Vice-President is the officer to whom you first take all questions or actions regarding this office.

COORDINATING DUTIES:

1. **FINANCIAL:** Vouchers/receipts must be given to the Welfare Treasurer for reimbursement for all expenses that are administrative in nature (stamps, paper, envelopes). You have a budget of \$350 for these expenses. Receipts submitted must be attached to the Voucher form. Once the voucher has been completed, the voucher and receipts shall be given to the appropriate treasurer before any reimbursements will be made. Advance checks can be written on occasion with the joint approval of the Administrative Treasurer and the President or First or Second Vice President. Any expenses, which exceed the amounts listed on the budget approved by the OSC Board, shall be subject to approval by the OSC President. The OSC fiscal year is 1 June through 31 May. Receipts for expenditures prior to the April board meeting are due at that time to be reimbursed. After that, only expenses incurred after that date are eligible for reimbursement. Exceptions are made at the discretion of the President. You also have a budget of \$400 from the Administrative Budget to pay for the meals for the scholarship winners and one guest at the scholarship luncheon.
2. **LEGAL MATTERS:** All legal questions and situations are to be filed through the Parliamentarian; the President should also be advised.
3. **ABSENCES:** If you are unable to attend a board meeting, always notify the Second Vice-President and the Recording Secretary. Failure to attend three (3) consecutive meetings without adequate reason may, after consultation with the advisors, result in replacement.
4. Preside over the Scholarship Awards Committee. The committee members will consist of the Scholarship Chairman, Co-Chairman, Welfare Treasurer, an Advisor, OSC President, First Vice President and the previous year's Scholarship Chairman, if available, and if not, then one OSC member in good standing. These members are approved, unless there is a conflict of interest.
5. The committee members may not have a child applying or be applying themselves for a scholarship.

OPERATING INSTRUCTIONS:

1. At the first Committee meeting, revise and update the application if needed. This meeting should be scheduled in October. Set up a schedule for future meetings.
2. Prepare applications. If changes have been made, get approval from the President and the Committee before it is posted on the OSC website.
3. E-Mail applications to counselors at High Schools in the greater Oklahoma City area. Mail applications to those High Schools that don't have an e-mail address.
4. Publicize the scholarship program in the *Tinker Take-Off* and the *Smoke Signal*. E-mail Spouses' groups (officer and enlisted) so they can pass along the information to their spouses. Distribute publicity flyers to the Tinker Club, the Base Education Office, the Airman and Family Readiness Center, the Thrift Shop, and to the Base Library.
5. Select three judges from local colleges and universities. (see list in notebook)
6. Invite the OKALC Commander to give the "Thought for the day" and the 72nd ABW Commander to be the guest speaker and give out the awards at the reception (April function).

7. Applications will be mailed to the OSC mailbox. After the deadline, open all applications with the co-chairperson or first vice president. Prepare an applicant notebook for each of the three judges. Schedule a day for all three judges to meet at the Tinker Club to judge the applications.
8. When the judges have finished scoring the applications, tally the scores for each applicant, make a list of scholarship winners (high school and spouse). After the scholarship amounts have been approved by the Board, notify each of the winners by mail and invite them and their families to the Awards Luncheon.
9. Invite judges to attend the awards ceremony.
10. Make arrangements for a base photographer to be at the luncheon.
11. Also have our OSC photographer/historian take pictures.
12. Make out the award certificates and get the appropriate signatures.
13. Write Bios for each of the scholarship winners to be displayed (along with a photo of them) at the awards luncheon.
14. Coordinate with the Thrift Shop Manager details for the luncheon. The Thrift Shop takes care of the table decorations and door prizes and provides an escort for each of the winners. You will need to coordinate with the Tinker Club Manager the menu, room and table set-up. You also need to coordinate RSVP's from all the winners and their families.
15. Submit an article about the winners to the *Smoke Signal* and *The Tinker Take-Off*.
16. At the luncheon, give each winner a certificate and a letter to be given to the finance office of their college or university. The Welfare Treasurer will send scholarship money directly to the college after proof of enrollment has been received.
17. Give a list of scholarship winners and proof of enrollment to the Welfare Treasurer.
18. Keep record of scholarships given-the number of awards given, who they were given to, the dollar amount of the scholarships, and keep it in the Scholarship notebook for reference.
19. Submit an end-of-year report to the Board at the May board meeting, including an inventory of supplies. Maintain a detailed notebook of all the information about the scholarship program.

DUTIES OF THE ASSISTANT CHAIRPERSON:

The Assistant Chairperson shall perform the duties of the chairperson in h/her absence; including, but not limited to: attend board meetings, vote at board meetings and fill the office of the chairperson should the office be vacated.

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