**ACE Mentor Program of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose of Committee**

**Scholarship Committee**

**Purpose of Committee:**

Oversee the scholarship application process including the selection of winners and determination of award amounts

**Committee Priorities for 2016-17:**

1. Oversee the scholarship application process

2. Evaluate the scholarship applications and select winners

3. Determine the number of awards in conjunction with Finance and Executive committees

4. Oversee distribution of scholarships to new winners

5. Oversee distribution of renewal scholarships

**Discussions Topics for Upcoming Committee Meetings**

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| --- | --- | --- | --- |
| Committee Meeting | Required Business | Topics of Discussion | Who Is Responsible |
| November 2016 | Update and complete the scholarship process and dates for the scholarship applications  Finalize communications for application process | Review current literature of process  Set Calendar of dates  Involvement of college partners  Put together the plan of how to communicate |  |
| January 2017 | Train mentors about scholarship process  Promote scholarship application to students | Training of mentors – how/when  Send out the communications to students |  |
| March 2017 | Continue to push the scholarships  Collect the scholarship applications  Due Date – March 30 | How to push the students to complete application |  |
| April 2017 | Put together the evaluation of the submitted applications | Evaluate the applications  Select the winners  Determine the number of awards |  |
| May 2017 | Announcement of winners | Set up plan to announce the winners |  |