

SCHOOL OF ACCOUNTANCY STUDENTS SCHOLARSHIPS AND AWARDS COMMITTEE

A. OBJECTIVE

The School of Accountancy Students Scholarships and Award Committee (committee) oversees all scholarships and awards for Accounting students.

B. CONTINUING ACTIVITIES

1. Obtain information on scholarships and awards available to students.
2. Disseminate the scholarships and awards information to faculty to announce in their classes and to students through the clubs and fliers.
3. Encourage students to apply for awards and scholarships by speaking to the clubs and to individual students.
4. Promote the creation of more scholarships and awards by working with the Planning and Public Relations Committee to encourage various organizations to establish new scholarships and awards.
5. Maintain a file of scholarships and awards for students to be kept in the ARC, Student Services, Director's Office, School of Accountancy secretary and with the chair of the Scholarship Committee.
6. Appoint members to serve on selection committees if a committee is required for the selection of a winner.
7. Work with Public Relations Committee to publicize the winners.
8. Develop criteria which are consistent with the grantors objectives for selection of the winners.

C. GUIDELINES

1. The criteria for the selection of the recipient of a scholarship or award are generally determined by the donor. If the selection process is delegated to the scholarship committee, then the committee is committed to a policy of nondiscrimination on the basis of race, color, national origin, sex, physical handicap, and age.
2. If there are no given criteria for an award or scholarship, the selection committees will use the standard evaluation form of the Students Scholarship and Awards Committee. (see attached).

3. A student should be restricted to one accounting award a year for Business Night.

D. RESPONSIBILITIES OF THE CHAIR:

1. Call a minimum of one meeting per semester; prepare an agenda for the meeting; and have a secretary take minutes of the meeting.
2. Maintain a file of records and correspondence, surrendering this file to the succeeding committee chair at the conclusion of the term.
3. Submit to the Director upon request, a year-end committee report.

STANDARD EVALUATION FORM

NAME OF SCHOLARSHIP: _____

Name of Selection Committee member: _____

Date: _____

Note: You may weigh a particular category more heavily than another, depending on the type of award. Suggest 10-20 points for each category.

	G R A D E S	E X T R A C U R R I C U L A	A W A R D S	H O N O R S O C I E T I E S	C O M M U N I T Y S E R V I	E S S A Y	W O R K E X P E R I E N C E	X F A C T O R	F I N A N C I A L N E E D	T O T A L P O I N T S
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2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

NAME OF APPLICANT