

WAUPACA COUNTY HCE

Title: Scholarship Chair Job Description

Purpose: Coordinate information and selection of scholarships given by the Waupaca County HCE.

The scholarships given are as follows:

Two scholarships to high school seniors (Two alternates).

Responsibilities:

A. HIGH SCHOOL SCHOLARSHIPS

1. Suggest to the Executive Board any revisions to the application form.
2. Present copy with changes to Extension Office in early December.
3. Distribute forms to seven county High Schools.
 - a. One set emailed to each school counselor.
 - b. Send after January 1, in time for financial aid meetings.
 - c. Follow-up by mail or phone call during first week of March reminding counselors of timeline. Ask guidance counselor for responses.
4. Mark date received on all application forms.
5. Check each application for completeness.
6. Selection of Scholarship recipients.
 - a. Chair the Scholarship Committee
 - b. Set date, place and time of meeting.
 - c. Seek and notify committee members.
 - d. Committee evaluates each applicant using rating scale.
 - e. Compute totals.
 - f. Choose two recipients and two alternates.
7. Notification of High School Scholarship Participants.
 - a. Information on winners to President of HCE and UW Extension contact.
 - b. With assistance from UW Extension staff, send letters of congratulations to winners and alternates. Also, send regret letters to other applicants.
8. Presentation of Awards
 - a. Request Marketing Chair write article for newspapers (with pictures of winners for local papers) for publication.
 - b. Chair or selected HCE Executive Board member to award certificate at School Awards Program.
9. Payment of Scholarships
 - a. Turn in verified request for payment to County HCE Treasurer.

- B. Prepare and present written reports for monthly Executive Board meetings plus the annual Spring and Fall meetings.
- C. Keep records of scholarship winners/alternates and pass on to next chair.
- D. Expenses
 - 1. Keep track of postage and phone costs.
 - 2. Expenses shall be submitted on a voucher to the President for approval.

Qualifications:

- 1. Understand the rules of Waupaca County HCE scholarship application.
- 2. Active member of the Waupaca County HCE organization.
- 3. Leadership and organizational skills.
- 4. Positive communication skills.

Term: Two years (renewable)