

Maxwell-Gunter Officers' Spouses' Club Scholarship Chair

Job Description

Reports to 2nd Vice President

- Read and comply with MGOSC Expectations for All Board Members
- Ensure committee members' children are not applying for scholarship
- Attend Charitable Committee as a voting member
- Arrange and attend Scholarship Committee meetings composed of the following suggested members of MGOSC: President, Honorary President, Parliamentarian, 2nd Vice President, Honorary Advisor, Charitable Treasurer, past Scholarship Chairperson (if possible) and current Scholarship Chairperson(s) and any other MGOSC members that sign up to help with the committee
- Review guidelines, forms, eligibility, set dates (application availability, application deadline, award date)
- Select place for awards, decide amount, type (community service/academic/need based/etc) and number of scholarships to be awarded
- Ensure current applications get to school counselors and set date for return
- Secure at least 3 Judges to judge applications
- Check Mailbox regularly, especially when applications are being returned or arrange with other Board member who is checking mailbox
- Ensure publicity ~ advertise with at least the Briefing, Dispatch, Chiefs, 1st Sergeants, Homeschool Cover Schools, A&FRC, Youth Center, CDC, Education Center, Airmen's Attic, Thrift Shop and website
- Prepare applications to give judges without implicating applicants' name
- Send letters to ALL applicants, notifying applications were received and are in blind process with judges; notify to Save the Date if an awards ceremony
- Recheck judges scores and select scholarship winners
- Notify winners with 2nd letter or phone call; post on website
- Facilitate awards process
- Provide students with a copy of verification letter (or explain the schools have a similar letter that can be used in place of the one MGOSC provided)
- Give appreciation gifts to judges
- Write Thank you notes to Volunteers, caterer, and Judges.
- Give names of winners to Briefing Editor, Publicity Chair and Webmaster and write article for the Dispatch.
- Give names, amounts of scholarships and college names to the Charitable Treasurer
- Update changes in job description as necessary
- At last, change-over meeting of Board members, turn in all inventory
- Inventory includes continuity book and a thumb drive

NOTE: Allow 30 days between application deadline and awarding date