

Scholarship Committee Chair

Job Description

Coordinate the necessary activities to find and select qualified recipients for both the Yamhill County Master Gardeners Trainee and higher education Scholarships. The purpose of the trainee scholarships is to provide financial support to qualified people wishing to take the Master Gardening training. The purpose of the higher education scholarships is to provide financial support for qualified students wishing to pursue their education in the fields of Horticulture, Botany, Agriculture Sciences, Forestry, Environmental Science, Entomology, Landscape Architecture, Viticulture or a related area of study.

Responsibilities

Responsibilities for Trainee Scholarships:

- Coordinate with the Master Gardener Program Coordinator/Assistant to ensure that the forms are current and what is the scholarship application cutoff date. The Master Gardener Coordinator sets this date.
- Review the applications and award up to the amount as outlined in the YCMGA Financial Policies.
- Send out either an acceptance or “sorry” letter to each applicant along with the scholarship guidelines.
- Send the names of the approved applicants to the Master Gardener Program Coordinator/Assistant and the YCMGA President and Treasurer so that the treasurer can send the appropriate amount to the Extension Service.

Responsibilities for the Higher Education Scholarships:

- In December review the scholarship application materials to insure all the information is up to date. The application materials include:
 - Cover Letter
 - Scholarship Guidelines
 - Scholarship Application and Photo Release
 - Recommendation Form

- Find out from the Treasurer the amount that has been allocated for the scholarship for the next calendar year.
- Ask the YCMGA Webmaster to place the updated materials on the YCMGA website in a prominent location.
- Notify the Guidance Counselors in each secondary school (both public and private) in the county that the YCMGA Master Gardeners will be offering scholarships and where they can find the materials. The Counselor in charge of scholarships at each of the schools tends to change from year to year, so it is a good idea to personally contact the school's Counseling Office to make sure they have all the information and can access the materials.
- Answer any questions that Counselors may have as they work with the students applying for a scholarship.
- Scholarship applications are due the last Friday in April. During that week, contact each school's Counseling Office to find out if they have any applications.
- Collect any applications that were not sent either electronically or via the USPS.
- Review the applications and select the recipients. Usually the available funds are divided among the qualified recipients.
- Send a letter of congratulations to the applicants receiving scholarships usually via USPS and email.
- Send a "sorry letter" to the applicants who did not qualify usually via USPS and email.
- Send a letter to the school counselor informing them of the status of each applicant within their respective school.
- Request the YCMGA person creating certificates to prepare a certificate for each of the recipients.
- Attend the High School Award ceremonies at the schools where there are scholarship recipients and present the certificate. It is nice to take a few flowers to also present to them.

- Invite all the recipients to attend the June YCMGA Board meeting so the other YCMGA members can meet them and pictures can be taken. It is nice to have some refreshments at that meeting and to allow a few minutes for some “meet and greet” with everyone.
- The scholarships are awarded after the student successfully completes the first term of school. At the end of the first semester or quarter (depending on the school calendar) send each scholarship recipient an email reminding them to send the following information to the YCMGA Treasurer so she can send the checks to the Registrar’s Office of the school they are attending:
 - Student’s name
 - Student’s college ID number
 - Student’s college's Financial Aid Office mailing address
 - The phone number for the financial aid office
 - Student’s phone number at college.
- Have fun!! These students are always amazing people with tremendous potential.!!

As your job evolves, please note changes to your responsibilities in this document.