

Ainsworth United Church of Christ
Cambric Scholarship Committee
Position description
(2016)

Job Description:

1. The committee solicits students to apply for monies from our funds designated for scholarships, reviews applications and selects the recipient(s). The committee is also responsible for planning fund raising for the fund including an awards luncheon. Committee members are asked to attend the annual Leadership Retreat.

The Chair or designated member(s) is responsible for the following:

2. Coordinates the committee of 6 volunteers who meet to plan the events held to raise funds for scholarships.
3. Plans for the annual dinner including the menu, preparation of foods, set-up of the dining area, serving and cleanup.
4. Facilitates group discussion to select recipients and prepare notification letter.
5. Prepares certificates for recipients and ensures that they have been notified.
6. Coordinates the review and modification of procedures for committee operation.
7. Notifies the church secretary of the new scholarship recipients to add to the master list.
8. Adds names of recipients of the current year to the plaque (hanging in Cambric Parlor).
9. Writes a brief annual report to be submitted at the beginning of the next calendar year.
10. Receives receipts of higher education expenses from the scholarship recipient and fill out a check request form, attach receipts and give to the office administrator.
11. Tracks reimbursements of expenses for each recipient.
12. Notifies church office of new committee chair.

Timeline for scholarship process:

1. A couple of months prior to the scholarship luncheon, submit announcements that applications for scholarships are available in the Narthex to put in bulletin and newsletter.
2. Approximately one month before luncheon, begin selling tickets.
3. After deciding who will be awarded the scholarships, send each recipient a congratulations/information letter telling him/her how to get payment of the scholarship.
4. Invite each recipient and their parents to attend luncheon as guests.
5. Money collected from ticket sales should be enveloped, labeled with total and event and deposited in safe each day it is collected.