

Convention Committee Form

Scholarship

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Scholarship Duty Timeline

July:

Work with ISTS to get the online scholarship up and running. Work with getting the link posted on the Illuminators website. Work with our website manager at ISTS to make any necessary changes to the scholarship.

Concerning mass e-mails, each Headlite has their own protocol. Mass e-mails & adding opportunity to IEF & Illuminators websites advertises the scholarship among Illuminator members. NOTE: only certain folks have mass e-mail authorization, so make sure you get the IEF President & Illuminator Headlites' blessing before proceeding.

August/September:

Send out e-mails (with brochure) to all Illuminators, members of CG (Cherie Phipps), and members of WAFC (Carole Christianson). Cherie and Carole can help you with e-mailing to their respective points of contact. Call and touch base first, then follow-up with an e-mail citing the scholarship letter in the body of the e-mail and the Illuminators Program/brochure attached. The ladies then advertise the scholarship opportunity amid all their contacts, country wide. These ladies' contacts are EXTREMELY valuable since historically over half of our applicants learn of the scholarship thanks to their communication and networking efforts.

October:

Prior to CGA, you may opt to send out physical letters to all Illuminator members with the updated scholarship brochure (we relied on snail mail more up until a 3-4 years ago). At the very least, get word re-sent electronically.

November/December:

January:

Create an updated tri-fold brochure that can be sent to all Illuminator members and passed out at rallies. This brochure summarizes the scholarship process and requirements and directs students to apply online. This brochure needs to be reviewed and approved with the IEF President & Headlite before any circulating e-mails are sent, or copies are printed for distribution. Then, work to ensure hard copies are printed.

Angela Tye will likely be a great communication resource when it comes to getting word out and properly advertised.

Have all brochures, necessary posters, booth materials, etc. ready for the CGA. Ensure the treasure trunk is stocked with proper supplies prior to the convention.

Do follow-up e-mailing to the Illuminators, WAFC, and CGA members.

Do LAST-CALL" e-mail (and mailing) to the group reminding them that the due date is coming up in February.

Stay close to ISTS at this time. They can give you a web-link and password that will give you access to secured scholarship data reports. This comes in very handy in tracking the application numbers and progress.

Work with ISTS on setting a timeline for all scholarship applications to be evaluated, ranked, and the winners selected. Deadline for application is February 1st!

February:

Print out a re-cap with all the application data (i.e. sponsor company, contact info., college, etc.)

March:

Deadline for all applications is February 1st, so you should have winners selected by middle-end of March.

Send out e-mail templates to all scholarship participants. If scholarship winner & non-winner letter templates are needed, contact Lisa Gundersen. However, ISTS should have these documents saved in their archives. Send out online awards to winners also.

April:

Follow-up with winners. When they officially accept" their award, you will need the following: 1) Proof of registration as a full-time student (current college students), or an acceptance letter from their college of choice (high school seniors). 2) The address of where outside scholarship checks should be sent. We send checks directly to schools, not to individuals. The money goes under the students name and/or student ID #, from there they have one year to use the money for tuition and book expenses. Generally the address needed is the colleges Financial Aid or Bursars Office, however private schools sometimes have their own protocol, therefore it is their responsibility to find out where outside scholarship money is to be sent. 3) Encourage they share a head-shot photo of themselves with neutral back ground. Tell them to e-mail or send this information and put a timeline on it. 4) *Optional: selfie video for the new and upcoming video reel segment.

WAFC: Print out pictures of the winners on 8x10 photo paper. Also, print name badges to go under the pictures. Buy Velcro tape to stick both of these items on the scholarship board. The scholarship board will automatically be sent to the WAFC in the Scholarship Board box. However you need to remember the pictures and scholarship brochures to adequately set-up the scholarship booth area. NOTE: you may need more acrylic holders for photos. Scholarship Committee needs to keep an inventory of the scholarship treasure trunk".

Keep in mind that the CRUNCH of applications will come in two weeks prior to the application deadline. Historically speaking, nearly 60-70% of applications come in during the last few weeks.

Stay close to ISTS to make sure you have an agreed upon timeline for the judging of the applications.

Once you know the final applicant break-down, send a re-cap to the Illuminator and Foundation Officers via e-mail.

Divvy up key IEF Trustees to call and personally congratulate scholarship winners on behalf of the Illuminators Educational Foundation.

Announce winners from the current year's scholarship applications.

May/June:

The three items of information needed from winners should be in by now. Once it comes in, send to the person responsible for processing checks and keeping track of funds (historically, Marlene Bissett). Get tracking information of funds once checks have been cut.

Call the student once the check has been sent to the university so that they know and can ensure funds arrived safe and sound. All checks need to be cut by June. You may have to stay on students to send you their info. They have only one year to use the funds.