Scholarship Committee

December 2018 Section 6B

**Bylaws: Article VIII, Section 1**

The special appointed officers shall be Scholarship Chairman, … **appointed by the LWML district President.**

She shall:

1. serve a term of four (4) years, or until her successor is appointed, and be eligible for reappointment;

B be voting member of the LWML district Board of Directors.

**Section 2 – Standing Committees**

The Standing Committees of the LWML district shall beChristian Life, Christian Outreach, Heart to Heart Sisters, Human Care, Leader Development, Mission Grants, Retreat, Ruth Armel Scholarship, Scholarship, Structure**,** and Young Woman Representative**.** The committees not automatically chaired by an elected officer shall have the chairmen appointed by the LWML district Executive Committee. These chairmen shall be members of the LWML district Board of Directors and shall have the privilege to vote.

A. The Standing Committee members shall serve a term of four (4) years or until their successors are appointed.

B. Committee meetings may be called by the chairman in cooperation with her assigned coordinator on the LWML district Executive Committee.

C. Meet at least once annually.

D. The Committees and their responsibilities shall be as follows:

(8) **SCHOLARSHIP COMMITTEE**, consisting of the Chairman and three (3) members, one from each of the four geographical regions of the district, whose Pastoral Counselor shall be a Campus Minister of the district, shall:

(a) alert members to opportunities to obtain scholarships toward tuition in an LCMS affiliated school (ministry, teaching, parish worker, deaconess, minister of music, director of Christian education);

(b) receive, evaluate, and select applications for approval by LWML district Executive Committee;

(c) encourage contributions and memorials to the Scholarship Fund;

(d) provide “JOY” and “Memorial” cards for contributions to the Scholarship Fund;

(e) fulfill the Scholarship Fund Committee's responsibilities following the LWML Indiana District *Officers’ Guidelines; Replace with “follow the LWML Indiana District Officer’s Guidelines*

(f) have the chairman report to each regular meeting of the LWML district Board of Directors and the LWML district convention.

 (g) keep notes and operational material pertinent to the responsibilities of the office and

 forward to the successor to this office within 60 days.

 (h) maintain officer guidelines

**Standing Rules:**

1. The mileage allowance shall be $0.40 per mile. (11-03-2018)

9. The district shall pay lodging for district LWML Board of Directors and committee members

 on the basis of four (4) per room for district conventions. The deadline for submitting

 vouchers shall be 10 days from close of convention. Waivers shall be determined by the

 Executive Committee. (9-20-2014)

17.LWML Indiana District members and husbands who use their personal vehicles when

 transporting LWML guests and speakers must possess a valid driver’s license, drive a licensed and insured vehicle, be covered with appropriate liability and personal injury insurance, and have no history of accidents or serious moving violations over the past three years. (3-13-2015)

18. Any expenditure over $100 within the LWML Indiana District requires approval by the EC

 prior to purchase. The request should be submitted to their overseeing officer for approval

 by the EC.

20.Committees are to submit projected expenses to the EC by January 15 of biennial budget

 years for budgeting purposes. (8-25-2018)

**Duties:**

1. Order *JOY* and *MEMORIAL* cards, plain envelopes enough for each card and printed envelopes enough for each card.
2. As soon as you receive names of your committee members, set up a meeting date. (Mid- April seems to work well.) Also reserve a central meeting place
3. Submit articles to the *Lutheran Witness and Good News* on a regular basis (be aware of deadlines). The winter issues are especially important for news that application forms are available. Emphasize the deadline date.
4. Make your own list (either on computer or in loose-leaf notebook, or both) of all receipts, name of donor and individual remembered. At the beginning of each month you will receive an envelope from the Financial Secretary listing all funds deposited for the Scholarship Fund in the previous month.
5. Make copies of the four pages of the application form to be sent to students upon request. Keep a record of who requested, when sent, when returned, etc. Send a copy of the forms to the Indiana District Web Servant so that the forms are available online.
6. In October, send one set of forms to Concordia Theological Seminary, Fort Wayne, and one set to Concordia Seminary, Saint Louis, with letter.
7. In November, send one set of forms to each of last year’s applicants who have not graduated.
8. Send reminder note of the upcoming meeting to the committee members and pastoral counselor in early spring.
9. After all applications have been received, collate student information and send it to committee members at least one week prior to the meeting date. Include a set of forms sent to students with names blacked out plus explanation of codes and the guidelines for the committee. Number forms, using no student names.
10. Contact the LWML Indiana District Treasurer for the amount of funds available.
11. If the LWML District President attends your meeting, take along enough certificates for her to sign. If she does not, take certificates to the March Board of Directors meeting.
12. Take along enough Expense Vouchers for committee members to complete at the meeting. You will need to sign before giving them to the President to sign (or mail to her if she doesn’t attend.) Committee members keep the pink copy.
13. Immediately following the meeting, send the names of chosen students and alternates to the President for Executive Committee approval.
14. Following approval, notify all students as to their status. Include filled in certificates to the recipients.
15. Complete Expense Vouchers for each school, with names of students receiving the $500.00 scholarships, and send to the President to sign and forward to the Treasurer for payment to schools.
16. In convention years send an invitation to the Saturday session to the scholarship recipients. Make copies of the convention registration form. List at top “SCHOLARSHIP RECIPIENT” and highlight Saturday registration and luncheon with “waived” in the cost column. Let them know that all other expenses are their own. Registration form is to be returned to you.
17. Make copies of the returned forms before sending to the convention registration chairman.
18. Send the list of names and addresses of those students attending convention to the President. She will send them a special invitation. You should receive one also since you will be introducing the students.
19. Request one-half table from Displays Chairman. (At some conventions we had prayer cards with the name of a student, but not many were taken.)
20. Prepare three reports for the convention manual in even-numbered years. One will be your report as chairman, one a list of all student recipients for the biennium, and one a list of all donors and names of honorees for the biennium.
21. Prepare a brief oral report, including introduction of students attending the convention. Make 3 copies of your report, for the secretary, deaf interpreter, and captioner.
22. Prepare item for the first issue of the convention newsletter, inviting guests to visit the Scholarship Display. Send to convention newsletter editor by deadline.
23. In July, send follow-up letter to each recipient, assuring them that the $500.00 has been sent to their school.
24. Prepare a report for each Board of Directors meeting. Include a reminder to all to provide JOY and MEMORIAL cards to their societies.
25. Board of Directors meetings are held every March. A report is required. In convention years there is a special board meeting on the Friday of convention (no report required). Following the district convention a Board of Directors meeting is held in July as part of the Change of Officer Retreat. Submit expense voucher for your mileage, postage, supplies, etc. - have receipts to verify each expense.
26. Use the District tax exempt number for all purchases. Contact the Treasurer for the number.