

Scholarship Program Manager #12

Board of Governors (BOG) Appointed; voting member

Assigned Supervisor Chief Charitable Officer (CCO)

Assigned Treasurer Charitable Finance Officer (CFO) and Operational Finance Officer (OFO)

Committees Chair of Scholarship Committee

1. The Scholarship Program Manager (SPM) is responsible for the NASCCA Scholarship program. The following are the expectations for any person holding this position.
2. Become acquainted with the NASC Google Drive.
 - a. Password changes to any NASC account must be noted in the [NASC Account Information](#)
 - b. Be cognizant of the official documents called the [NASC/NASCCA](#) Constitution and Bylaws (C&B), Policies & Procedures (P&P), AFI 34-223 and Private Organizations (PO) rules.
 - c. Maintain Google Drive>Scholarship folder with the following information:
 - i. Updated job description
 - ii. Updated timeline
 - iii. Scholarship committee meeting minutes
 - iv. Scholarship application packets
 - v. Scholarship inventory
 - vi. Five-year list of awarded scholarships
 - d. Upload a monthly board report to the Google Drive>Board Reports folder by 11:59pm the Thursday before the monthly meeting. See [Board Report Template](#).
 - e. Download the Google Hangouts app, check frequently and respond in a timely manner.
 - f. Download the Google Meet app, used for virtual meetings.
3. Take responsibility for the scholarship@nellisasc.com email address, check twice weekly or more during the “live” program and respond in a timely manner.
4. Become acquainted with the NASC Wild Apricot Website and both NASC Facebook pages.
5. Be familiar with the NASC/NASCCA budgets, particularly the scholarship line items. Any questions can be directed to the Operational Finance Officer or the Charitable Finance Officer.
 - a. Scholarships Charitable budget under “Charitable Disbursements – Operating Expense” is to cover meals for scholarship recipients plus 2 guests, and any scholarship advertising, stamps, envelopes, certificates, etc.
 - b. Scholarships Operational budget under “Event Expenses – Combined Membership Appreciation and Scholarship Event” is to cover membership meals, cake, venue and décor.
 - c. Scholarships TS budget under “Scholarship Dinner” is to cover meals for (non-NASC member) Staff and Volunteers who attend as Award Presenters.
6. Keep Committee meeting minutes consistently throughout the entire process to be passed on at the end of the year, to include all committee votes.
7. Retain all paperwork pertaining to the application. judges tally sheets and letters issued to applicants, IAW NASC P&P.
8. Ensure CFO has a copy of all pertinent information for tax purposes before shredding, i.e. names, award amount, school statement of tuition/fees and application packet.
9. See [Scholarship Timeline](#)

Last updated: November 2020