

CCS SCHOLARSHIP OPERATION PROCEDURES

The following is a guideline for administrating the Cleveland Coatings Scholarship awards. It explains the responsibility of

|  |  |  |
| --- | --- | --- |
| **TIME** | **TASKS** | **RESPONSIBLE** |
|  |  |  |
| July | Appoint and/or confirm the Scholarship Committee chairs. | CCS President and CCS board |
| Sept-Oct | Update the next years Scholarship Guidelines and Scholarship Application. Make any needed changes and add the new deadline for the following year. | Scholarship Committee |
| Nov | Post the new scholarship documents to the CCS web page. | CCS Administrator |
| Nov-Feb | Announce to membership that the new Scholarship Applications are posted and are now being accepted. | CCS President, Board and Administrator |
| March | Forward all Scholarship Applications to the Scholarship Committee. | CCS Administrator |
| March | Review and score the scholarship applications and make recommendations to the CCS Board. | Scholarship Committee |
| March | CCS Board reviews the scholarship recommendations and makes a final determination on the awards.  | CCS President and CCS board |
| April | Scholarship spreadsheet is updated with the recipients and award amounts. | CCS Administrator |
| Apr-May | Recipients are contacted and invited to the designated award dinner. | Scholarship Committee |
| July | Scholarship Payment Request letter is emailed to all students and their parents to notify them the procedure to request payment.  | CCS Administrator |
| Jul – Aug | Review 2nd, 3rd, 4th year awardees eligibility regarding members meeting attendance and 3.0 GPA compliance. Consult scholarship committee with questions.  | CCS Administrator |
| July-Sept | Payments are sent to the respective Bursars office and the Scholarship tracking spreadsheet is updated. After all payments are completed, post the updated scholarship spreadsheet. | CCS Administrator |
|  |  |  |
|  |  |  |