

STAFF SENATE Scholarship Committee Guidelines

(Revised 4-4-2012)

Membership:

The Staff Senate Scholarship Committee will consist of six members appointed by the Chair of the Senate Appointments Committee (Staff Senate President-Elect).

- 1) One Staff Senator to serve as chair.
- 2) One Staff Senator to verify financial aid and/or scholarship information.
- 3) One Staff Senator to verify grade point average and volunteer activities.
- 4) At least three Staff Senators to serve on committee.

Meetings:

The Staff Senate Scholarship Committee will meet as needed outside of scholarship selection meetings. These meetings will be used to suggest new operating procedures, verify volunteer activities for each recipient, and verify grade point averages for all scholarship recipients.

Scholarship Administration:

- 1) Under the advisement of the Staff Senate Executive Committee, the Scholarship Committee will be given a budget for scholarships.
- 2) Applications will be accepted on the same time frame as the UCA Foundation Scholarships. The entry deadline can be extended if recommended by the Staff Senate Executive Committee or the Scholarship Committee.
- 3) An online application must be ready and posted on the website during the same time as the UCA Foundation Scholarships.
- 4) All applications must be submitted online to the Scholarship Committee Chair.
- 5) Each applicant will receive automatic verification their scholarship application was received.
- 6) All communication with applicants/recipients will be through UCA e-mail.
- 7) The Staff Senate Scholarship program should be advertised each spring.
- 8) A list of Staff Senate Scholarship recipients will be published each year.

Scholarship Budgeting Priorities:

- 1) The goal of the Staff Senate Scholarship and its individual programs is to increase the academic opportunities for full-time staff employees and their eligible dependents.
- 2) The committee when selecting recipients should try to award as many staff employees and staff dependents as possible.
- 3) Staff and staff dependent scholarships should be awarded based on past academic performance.
- 4) The staff and staff dependent scholarships will be competitively awarded.