



Standard Operating Procedures - Scholarship Committee

PURPOSE:

To identify and recognize quality students who are either pursuing careers in golf course management, continuing their education in golf course management, or are a child of a Peaks & Prairies GCSA member.

ELIGIBILITY

Please refer to each scholarship application for eligibility requirements.

CRITERIA FOR SELECTION

- Applications and accompanying documents must be received in the office no later than September 20.
- Previous recipients may reapply if all eligibility requirements are met.
- Answers to essay questions must be original and not previously submitted to this association by applicant.

SELECTION PROCESS

- The Scholarship Committee shall receive a copy of each application and accompanying documents within 10 days following the deadline. The executive director will include the eligibility and criteria requirement information for each type of scholarship application submitted, and indicate if all documents were received by the deadline.
- The Scholarship Committee Chair shall contact each committee member (i.e. email or phone) for each committee member's recommendation. Committee members shall respond to the chair within a reasonable amount of time to allow further discussion, as needed.
- The committee chair shall be prepared to make a recommendation for all awards, on behalf of the Scholarship Committee, to the board of directors at the board meeting held in conjunction with the Fall Meeting & Trade Show.

NOTIFICATION PROCESS

- The executive director will notify each applicant in writing of the committee results and send award funds as applicable, by December 15.

Peaks & Prairies GCSA SCHOLARSHIP/EDUCATION GOLF EVENTS

- The committee will annually solicit and secure sites for the two golf events (preferably one in Wyoming and one in Montana) that assist with funding for our scholarship fund and our continuing education programs.

MISCELLANEOUS

- The Scholarship Committee may make recommendations for change to the application, to the application process, or to the criteria and eligibility requirements. The recommended changes will be submitted to the executive director in writing at least 15 days prior to the scheduled board meeting for board discussion and subsequent approval or denial.
- The Scholarship chair will be a current board member.
the committee will consist of a minimum of two members in addition to the committee chair.

Nothing contained in this document is intended to be in violation of the Peaks & Prairies GCSA bylaws or articles of incorporation. If such violation does exist, the Peaks & Prairies GCSA bylaws or articles of incorporation shall prevail.