



## **Scholarship Committee**

### **Committee Charge**

The Committee administers the annual FACRL student scholarship application and award cycle including award promotion, application submission, receipt and evaluation, applicant notification and award distribution. The Committee Chair also coordinates assigning each scholarship winner with a conference mentor from the FACRL Board who serves as a liaison between scholarship winners and the Board.

### **History of the Committee**

The President appoints a member of the FACRL Board to a one year term as Chair of the Scholarship Committee. Committee members are appointed by the President following a call for volunteers to the FACRL listserv.

### **Major Responsibilities**

1. Author/Review/Revise scholarship application and rubric.
2. Promote scholarship opportunity to MLIS students
3. Coordinate the review and approval of winning applications by the Scholarship Committee
4. Coordinate the student scholarship conference mentor program
5. Present awards to winning applicants at the Annual FACRL Conference
6. Acknowledge service of FACRL Committee members

### **Procedures Used to Accomplish Major Responsibilities**

- Notify members of the FACRL Board regarding the timeline of the application cycle and need for committee volunteers
- Host virtual orientation meeting for the Scholarship Committee in advance of the application cycle opening to review and/or revise the application and rubric and outline procedures for application review
- Host virtual approval meeting to approve the slate of winning applicants
- Notify winning and non-winning applicants
- Assign members of the FACRL Board as Conference mentors
- Present awards at the FACRL Annual Conference
- Review and evaluate the application cycle to inform and improve the process for the following year.



## **Scholarship Committee**

- Maintain email or phone contact with applicants about submission guidelines, deadlines and notification.

### **Committee Composition and Term(s) of Office**

- Chair (one year term)
- Vice Chair (one year term) - *Could consider appointing a Vice Chair this year in anticipation of promotion to Chair the following year and the Board member serving as a Liaison.*
- Committee members
- Committee appointments are Annual to Annual

### **Reports to FACRL President**

### **Contact People for Accomplishing Committee Objectives**

- FACRL President
- FACRL President-elect
- FACRL Treasurer
- FACRL Communications Manager

### **Publicity Needs**

Publicity is needed to promote award availability and to announce the winning applicants. Publicity is accomplished by posting announcements to the FACRL website, listserv, Twitter account and by contacting the Schools of Information at FSU and USF and requesting that the announcement be shared with their students.

### **Documents to Create/Update**

- Scholarship Committee Roster
- Student Scholarship Application
- Student Scholarship Scoring Rubric
- Student Scholarship Award Certificates
- Powerpoint for Annual Conference Highlighting Scholarship Winners
- Committee survey to identify successes and opportunities to inform change and support progress
- Service acknowledgment letters for Committee members



## Scholarship Committee

### Reports Generated

- June - Committee Planning Report due
- August - Committee progress report due
- October (Annual conference) - Annual report due

### Scholarship Details

Three scholarship awards will be offered to library school students to help defray the costs of the conference. The scholarships are open to any currently enrolled library school student.

- **Award Details:** A \$300 travel grant will be awarded to each winner and complimentary conference registration provided. In addition, a one year complimentary membership in FACRL will be awarded to winners. Awards will be presented at the FACRL Annual Conference.
- **Eligibility:** Conference scholarships are open to any student currently enrolled in an ALA accredited library school pursuing either the MLIS or PhD. Priority will be given to students currently enrolled in an ALA accredited library school located in Florida or Florida residents enrolled in an ALA accredited program elsewhere.
- **Application deadline:** mid August (August 11)
- **Application:** <https://goo.gl/forms/YBSrqfYEF55Canvk2>
- **Scoring Rubric:** <https://goo.gl/forms/cKofIDCsdrL7XDAD3>

### Application Content:

- Name, email, phone, library school attending, graduate program (MLIS or PhD)
- Essay: Please explain how attending the FACRL Annual Conference would benefit you now and in your future career. Exemplary essays will address candidate's potential to contribute to the profession in relation to the conference theme and candidate's ability to apply program content to their current position. Essay submissions should range from 500-750 words.

## Scholarship Committee

### General Timetable

- June
  - Review committee documentation and reports
  - Send welcome email to committee volunteers
  - Review and revise application cycle timeline and share with Board members
  - Author Committee Planning Report
  - Update committee documentation, applications, rubrics
  - Update promotional materials
- June/July
  - Host committee member orientation meeting
  - Assign roles and responsibilities
  - Open scholarship application cycle & market scholarship opportunity (June 30)
    - Marketing:
      - FACRL Listserv
      - FACRL website (Communications Manager)
      - FLA Listserv
      - FSU Library School
      - USF Library School
      - Social Media: FACRL Twitter (Communications Manager), FLA Facebook group
      - FACRL Board
- August
  - Application deadline (mid August) (August 11)
  - Review & evaluation of scholarship applications (by August 25)
  - Approve slate of winning applicants (August 28)
  - Solicit FACRL Board Members to serve as conference mentors
- September
  - Notify student scholarship winners and nonwinners (by September 1st)
  - Assign FACRL Board members as conference mentors (by September 1)
  - Request biographical statement and headshot photo of winners to be used in announcement at the Annual Conference. Share with Communications manager upon receipt to be posted on the FACRL website. (due September 29)
  - Update powerpoint presentation for Annual Conference
  - Update certificates
- October



## Scholarship Committee

- Submit report to FACRL Board at October meeting (October 19)
- Present awards at the Annual Conference (October 20)
- April 2018
  - Make plans to coordinate mentoring opportunities for FACRL Scholarship Winners attending FLA
- May 2018 -
  - Author Annual Report and report progress at the May Board meeting
  - Promote the scholarship at any FACRL sponsored program at FLA
  - Finalize and disseminate applications, rubrics and promotional campaign
  - Administer survey to committee members
  - Author service acknowledgment letters for Committee members
  - Author Annual Committee Report