



THE BIRDELLA M. ROSS SCHOLARSHIP PROCEDURES MANUAL

In accordance with the MN State Organization Bylaws and Standing Rules, the Birdella M. Ross Scholarship shall consist of the following:

1. The committee shall select recipients for the MN State Organization scholarship, which is entitled the Birdella M. Ross Scholarship.
2. Eligible applicants have belonged to DKG Society International of MN State Organization for at least two years and are pursuing a post-baccalaureate degree or licensure.
3. Updated application forms, recommendation forms, and the evaluation rubric shall be available on the MN State Organization website beginning on September 1 of each new biennium. Forms shall also be available from chapter presidents, or the Birdella M. Ross Scholarship committee chair, or committee members upon request.
4. The deadline for submission shall be February 15.
5. All scholarship monies shall be sent to the recipient by check after July 1. If the scholarship covers more than one semester, monies may be sent in two payments, the second payment to be made by January 2 of the following year.

Instructions for the Applicant/Candidate:

1. Obtain all necessary application materials (application form, recommendation form, evaluation rubric) from the MN State Organization website, or from her chapter president, or the Birdella M. Ross Scholarship committee chair, or its members.
2. On the recommendation form, print your name and educational program. Give the forms to your chapter president and university advisor or school administrator.
3. It is your responsibility to check with your chapter president and university advisor or school administrator to be certain the recommendation form is returned by the deadline of February 15.
4. Answer all the questions on the application form as specifically as possible. All items must be completed.
5. Ensure that the application follows the guidelines of the provided rubric.
6. Complete and return the application form and the most recent university transcript by February 15. If using the fillable form online, merely press "Submit." If printing out the form, all materials need to be returned to the Birdella M. Ross Scholarship chair.
7. Upon completion of your education program goals, or in the event you are unable to continue, any unused funds must be returned to the MN State Organization of DKG treasurer.
8. Notify the chair of the Birdella M. Ross Scholarship committee in the event you are unable to continue your studies.
9. The award is for the fiscal year beginning July 1 of each year.
10. Complete and return the progress reports every two months.

Duties of the Birdella M. Ross Scholarship chair shall be to:

1. Ensure that the application form, recommendation form, press release, certificate, brochure, flyer, recipient award letter, regret letter, and the executive committee notification are updated and placed on the MN State Organization website.
2. Provide application materials to applicants if so requested.
3. Receive all applications and recommendations by email attachment or other electronic means.
4. Distribute electronically to committee members all applications and recommendations. If a committee member has no access to email, print and mail copies.
5. Call a Zoom Meeting or a GoToMeeting of the committee once all committee members have had adequate time to evaluate the applications and recommendations.
6. Forward the selected applicant's name to the MN State Organization executive *committee* members with an e-ballot, requiring a majority vote by the executive committee for approval of the final recipient.
7. Notify all applicants of the results and invite the recipient to attend the MN State Organization Birthday Luncheon as guest(s) of the scholarship committee. The committee shall pay for the recipient's and one guest's luncheon. All other costs of the convention shall be the responsibility of the recipient.
8. Notify the state president, state treasurer, the convention chair, and the chapter president of the selection of the recipient prior to the convention.
9. Arrange for the certificate that shall be presented to the recipient.
10. Ensure that the name of the recipient is included in the state convention program booklet.
11. Ensure that a press release is submitted to the *North Star News* and is placed on the website.
12. Send a voucher to the state treasurer authorizing payment of the luncheon meal for the scholarship recipient and one guest per recipient.
13. Send a voucher to the state treasurer authorizing payment to the recipient of the scholarship monies in an approved manner.
14. Present the name of the recipient at the spring MN State Organization executive board meeting for inclusion in the official minutes.
15. Notify the MN State Organization president and state treasurer should the recipient be unable to continue her studies.

Duties of the Birdella M. Ross Scholarship committee shall be to:

1. Assist the chair with any and all necessary tasks and fulfill any duties assigned to committee members by the chair.
2. Provide application materials to applicants if so requested.
3. Hold confidential all application materials and destroy or delete all electronic or hard copies at the end of the biennium.
4. Evaluate the application using the rubric on the application form.
5. Rank the order of all applications and email your 1st through 3rd choices to the committee chair before the online Birdella M. Ross Scholarship committee meeting.
6. Arrive at a consensus on the choice of recipient of the scholarship.