



Scholarship Committee Timeline

This is a monthly template to use as a checklist for scholarship programs held once a spouse club board year. We recommend you reference the club's Constitution and Bylaws for any items required during a certain month such as application deadline, upload to website, etc. Keep in mind your club's cycle may be a bit different, so plan to adjust the timeline to fit your Club's schedule.

August (5 months before cycle opens)

- Coordinate at the super sign-up to have a table for scholarship committee interest
- Network with vendors & business partners to find out if anyone would be interested to donate to the scholarship fund

September (4 months before cycle)

- Begin to update application with new dates
- Have several board members take a second/third look at the application
- Send out interest email to scholarship committee
- Send out introduction emails to stakeholders (i.e., school liaisons, high school counselors, school board supervisors, etc.)
- Have in mind a scholarship fund goal and work with fundraising chair

October (3 Months before cycle)

- Bring scholarship application up for a vote / approval
- Begin any updates to rubric based on any board discussions on eligibility
- Start joining several Facebook local groups to publicize the scholarship application, make a log and calendar to post application (remember to note any special marketing requirements for each FB group)
- Check with installation Public Affairs Office (PAO) and local newspapers to advertise scholarship application
- Draft email and keep in draft folder to have it ready to send out applications to stakeholders
- Inquire with webmaster about any requirements/considerations to upload it to website



- Coordinate with your Publicity Chair to create Scholarship marketing materials

November (2 Months before cycle)

- Once approval is given, send application to webmaster to upload application to the club website
- Email stakeholders the link to the website, attach a pdf of the application or if digital, the link to digital application form
- Upload flier with application details to the various FB groups, local paper and PAO office
- Write an article or share flier with details in the club newsletter
- Attend any of the fundraising events
- Confirm who will be responsible to check the snail mail or have access to mailbox keys if applications are still being mailed to the club PO Box
- Confirm who will be monitoring the Google Drive if applications are being accepted electronically

December (1 Month before scholarship cycle opens)

- Confirm with stakeholders' emails were received and friendly reminder of the application deadline
- Write an article or share flier with details in the club newsletter
- Email scholarship committee members and plan the first meeting by the end of January to do introduction, request their assistance in sharing the scholarship, important dates, and when the committee will gather to do the judging (if separate committee, then meet with the judges on a separate date and go over the judging duties, etc.)
- Upload flier with application details to the various FB groups, local paper and PAO office
- Take time off and go on vacation with your family, set up an out of office in email
- Attend any of the fundraising events
- Check mail

January (Scholarship cycle opens)

- Confirm the end of January date with scholarship committees and the importance of attendance. Finalize the rubric at the meeting to send it up to board vote approval.



- Re-send email to stakeholders if they need any assistance or have any questions
- Write an article or share flier with details in the club newsletter
- Attend any of the fundraising events
- Upload flier with application details to the various FB groups, local paper and PAO office
- Have a table at the luncheons with printed applications (if in print) or fliers with scholarship application details or QR code in the luncheon program. Also, sit or have a scholarship committee member take turns to man the table
- If the board has not decided about the scholarship ceremony, begin discussions, idea conversations, etc.
- Check mail

February (Prior to cycle closing)

- Finalize scholarship ceremony details
- Start certificate updates with dates, ensure correct logo use, President name, etc.
- Purchase certificate paper or grab it from club supplies (if any from previous year)
- Write an article or share flier with details in the club newsletter
- Attend any of the fundraising events
- Upload final push of the flier with application details to the various FB groups, local paper and PAO office
- Have a table at the luncheons with printed applications (if in print) or fliers with scholarship application details or QR code in the luncheon program. Also, sit or have a scholarship committee member take turns to man the table
- **Send last push of deadline reminder**
- Purchase whiteout, sharpies, paper clips, USB drives, or any materials required for application redaction, and judging process if using paper applications.
- Make sure the electronic means of accepting applications is in place if you are not using paper applications.
- Send reminder to scholarship committee of meeting dates, procedures, etc.
- Update board on number of applications received, start to do redaction of sensitive/confidential information as you receive the applications and organize them by giving them an identification number
- Update scholarship award or rejection letter for scholarship recipients
- Check mail



March (Prior to cycle closing)

- Deadline is this month, last reminders sent out
- Check mail
- Remove application from website and update the timeline and next steps
- Finish redactions and last-minute applications, organize judging packets
- Get judges their packets or meet with judges to go over applications
- Send reminder to committee about application procedures
- Draft flier for scholarship ceremony/luncheon/etc.
- Send flier to marketing/publicity for edits
- Draft ceremony/luncheon/etc. program and send for edits to board
- Purchase any items needed for ceremony/luncheon/etc.
- Receive final budget for scholarship disbursement
- Be available for any questions or concerns from scholarship committee during the application review and judging process
- Meet with scholarship committee and Treasurer to approve disbursements to prepare for board vote
- Send disbursement to board for vote/approval

April (After cycle closed)

- Check mail for any late applications
- Prepare scholarship award/rejection letters and snail mail or email
- Track RSVPs for scholarship recipients and their family members attending ceremony/luncheon/etc.
- Prepare certificates and have someone check correct disbursement amounts
- Prepare the letter for the recipients to return to the Treasurer with the name of the institution and the address/means to disburse the scholarship award.
- Print ceremony/luncheon/etc. programs
- Write article and post pictures on the website (either before or after ceremony)
- Ask any committee members if they are attending and can also help with setup/breakdown of the ceremony/luncheon/etc.
- Update website with scholarship recipients and any pictures taken
- Organize scholarship box/supplies such as shredding any old or unnecessary files, and make sure to keep this year's applications for at least a year



COUNCIL
FOR MILITARY SPOUSE CLUBS

- Work with Treasurer to get checks to college bursars offices
- Draft After Action Report

May (1 Month after cycle closed)

- Finish After Action Report
- Track checks with Treasurer
- Turn in scholarship supply box and records to President
- ****Remember to have an out of office email message with a date when the scholarship chairperson will start checking email, and a person who can be contacted during the summer period.**

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