

## Youth Coordinator's Scholarship Procedure

(Washington State Square and Folk Dance Federation, September 2011)

1. Prepare/update the application form for each year; this includes emailing the State Webmaster to have the information updated on the state website. *The Youth Coordinator can make small changes to the application, but any major changes need to be presented to, and voted on by the federation.*
  - a. Applications should be emailed/mailed and handed out around the first of the year. All youth/family clubs and councils should receive several copies.
  - b. All applications must be received by the April 1<sup>st</sup> cutoff date. *Late applications can be accepted at the discretion of the Youth Coordinator, though valid and plausible grounds must be expressed by the applicant.*
2. Contact the club the applicant is affiliated with, as well as the club of the person who wrote their letter of nomination to make sure they are both in good standing.
3. After all applications are received and verified, create a committee of three couples from different councils (preferable not in the councils of any of the applicants, though this cannot always be avoided).
  - a. Send a copy of the essay on the applicant's involvement in dancing, their 'about me' paper, and their letter of nomination to each couple on the committee.
    1. Have your committee couples choose the two applicants they feel are most deserving of the scholarship. From these votes, decide on the recipients.
    2. At least one scholarship should be awarded each year. If the memorial fund has a balance greater than 3,000 two scholarships may be awarded. Approval from the federation must be granted in order to award any more than two scholarships.
    3. Once recipients are determined, inform the winners and ask them to attend the State Festival so they can be presented with their certificate(s). If you would like to keep the winner(s) surprised, inform their families and have them arrange for the recipient(s) to be at the State Festival.
  - *In the event that two or less applications are received for the scholarship, the forming of a committee can be bypassed. All applicants can be awarded the scholarship as long as they are in good standing with their club.*
  - *Applicants who have been awarded the scholarship previously can re-apply, but in the interest of fairness, new applicants should be considered first.*
3. Create a speech about the winner(s) to be read at the State Festival. Usually this speech starts off with general details and gets more personal, so the audience is unsure of the winner at the beginning, but may be able to identify them towards the end.
4. Collect all necessary information needed to send funds to the school of the scholarship winner(s) (correct address, student information, etc.) and submit it to the State Treasurer. Checks for scholarship monies are to be sent directly to the institute of higher learning and are not to go to the recipient.
5. Do a write-up on the winner(s) to be printed in the September issue of Footnotes. Try to include a picture of the winner(s) holding their certificate in article.