**SCHOLARSHIPS COMMITTEE - SEE COURSE SCHOLARSHIP**

**POLICIES & PROCEDURES**

**COMMITTEE:**  The Committee is appointed by the President annually; suggested to consist of at least two OrSEA members, of which one or both are appointed as committee chair.

**GOALS:**

**1.** Annually award applicant(s) funds to assist with the cost of attending a NAEA sponsored EA certification SEE Course. The award depends on designated funds budgeted by OrSEA and authorized by the Board.

**TIMELINE:** (Annual target dates)

**By December 31st:** Update the application form and post it to OrSEA’s website. Write a short notice/article for the newsletter to be included in the OrSEA newsletters.

**As received:** Collect application(s); assign a number to each applicant and note that number on each page of the application received; forward the “General Information Form” and the “Essay” parts of the applications to the 3-5 people who have temporarily been appointed, to review the applications and vote on their choice of recipient(s). Arrange for payment of the funds.

**At the next Board Meeting:** Complete a written report, or list in the minutes of that meeting; the recipient’s name(s) and amount(s) awarded.

Board Approved 01/19/2023 ..N:SD’s\OrSEA P&P’s SEE Course Scholarships Committee