**SCHOLARSHIPS COMMITTEE**

**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 OrSEA member applicant(s) funds to assist with the cost of attending NAEA’s NTPI (National Tax Practice Institute) Level’s 1, 2 or 3. The annual award depends on designated funds budgeted by OrSEA and which is authorized by the Board at the first board meeting of each year. In the event no NTPI 1, 2, or 3 level applications are received, the committee may consider applications from NTPI Graduate track participants, although the funds awarded may be less than for level 1, 2, or 3 applicants.

**2.** Assist with the fundraising activities at the Annual Conference. Historically we have had a Silent Auction and Door Prize Raffle Ticket sales. Send out a call to members attending the Annual Conference donations for fundraising items.

**TIMELINE:** (Annual target dates)

**By February 15th:** Update the application form and post it to OrSEA’s website. Application submission postmark or e-mail must be dated by May 1st. Write a short notice/article for the newsletter to be included in the February, March, and April newsletters.

**Between February 16th – May 10th:** Collect applications submitted by the due date. Recruit one to three other long-time OrSEA members to assist with reviewing and vetting the applications and choosing the recipient(s).

**Between May 11th – Conference Date:** (historically the M-Th before Memorial Day): Collect all applications; 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).

**At the Annual Conference:** Announce the recipient(s) of their successful application(s). Arrange for payment of the funds. The recipient must pay the costs and request reimbursement by submitting their request to the OrSEA Treasurer.

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

Board Approved 05/24/2021 ..N:SD’s\OrSEA P&P’s Scholarships Committee 5.0