

## ROBERT “BOB” REEVES SCHOLARSHIP Associate Member Committee Liaison Checklist

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- At the earliest meeting following the CASBO Annual Conference, **review the information and protocols** for the Robert “Bob” Reeves Scholarship.
- Working with your section board, set your scholarship calendar for solicitation, review, selection and announcement deadlines:\*
  - ✓ No later than July 1: Begin applicant solicitation.
  - ✓ No later than September 30: Application deadline.
  - ✓ No later than November 15: Select the winner.
  - ✓ No later than December 31: Announce the winner at a section event.
- Working with your section board, determine how your section will advertise scholarship availability. It is recommended that you:
  - ✓ Send at least one email blast to all section members about the scholarship.
  - ✓ Include scholarship information in section event advertisements.
  - ✓ Announce the scholarship at section events and meetings.
- Verify that scholarship availability to section members has been communicated in accordance with these and any other recommendations as set by your section board.
- Working with your section board, select a board member to receive applications and determine the selection process in accordance with your scholarship calendar. **Note:** *Preference should be given to those applicants who are pursuing formal education or professional certifications.*
- Work with the selected board member to monitor applications received.
- Work with your section board to:
  - ✓ Accept the winning application and provide it to the AMC for approval.
  - ✓ Send acknowledgment letters to the applicants not selected and encourage them to apply again next year.
  - ✓ Follow up with the AMC to confirm it has notified CASBO of the winner and requested the scholarship check.
  - ✓ Inform the winner.
  - ✓ Announce the winner and present the scholarship check at a section event.
  - ✓ Follow up with the AMC and CASBO to confirm that the winner is announced at Annual Conference.
  - ✓ Follow up with your section board to confirm that they have provided the winner’s name to Joyce Tribbey, CASBO Communications Coordinator, for announcement in CASBO publications and on the CASBO website.

\* Deadlines may be set for an earlier date as approved by your section board.

## ROBERT “BOB” REEVES SCHOLARSHIP Section Board of Directors Checklist

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- At the earliest meeting following the CASBO Annual Conference, **review the information and protocols** for the Robert “Bob” Reeves Scholarship.
- Determine your section’s eligibility to participate: scholarships are available only in sections with an active Associate Member Committee liaison.
- Working with your section liaison, set your scholarship calendar for solicitation, review, selection and announcement deadlines: \*
  - ✓ No later than July 1: Begin applicant solicitation.
  - ✓ No later than September 30: Application deadline.
  - ✓ No later than November 15: Select the winner.
  - ✓ No later than December 31: Announce the winner at a section event.
- Working with your liaison, determine how your section will advertise scholarship availability. It is recommended that you:
  - ✓ Send at least one email blast to all section members about the scholarship.
  - ✓ Include scholarship information in section event advertisements.
  - ✓ Announce the scholarship at section events and meetings.
- Select a board member to receive applications and determine the selection process in accordance with your scholarship calendar. *Note: Preference should be given to those applicants who are pursuing formal education or professional certifications.*
- Inform your section liaison of your selection.
- Work with your section liaison to:
  - ✓ Provide the winning application to the AMC for approval.
  - ✓ Follow up with the AMC to confirm it has notified CASBO of the winner and requested the scholarship check.
  - ✓ Inform the winner.
  - ✓ Announce the winner and present the scholarship check at a section event.
  - ✓ Follow up with the AMC and CASBO to confirm that the winner is announced in CASBO publications and at Annual Conference.
  - ✓ Provide the winner’s name to **Joyce Tribbey**, CASBO Communications Coordinator, for announcement in CASBO publications and on the CASBO website.

\* Deadlines may be set for an earlier date as approved by your section board.



## **ROBERT “BOB” REEVES SCHOLARSHIP**

### **Sample Emails to Individual Applicants**

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#### **Application confirmation:**

Subject Line: Robert “Bob” Reeves Scholarship Application Confirmation

We have received your application for the CASBO [section name] Section Robert “Bob” Reeves Scholarship. We will review your application and notify you by email on or before November 15 whether or not you have been chosen as the scholarship winner.

Thank you for submitting an application for this scholarship. We value your participation as a CASBO [section name] Section member.

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#### **Winner notification:**

Subject Line: You’ve won the Robert “Bob” Reeves Scholarship!

Congratulations! The CASBO [section name] Section has selected you as this year’s recipient of the Robert “Bob” Reeves Scholarship! We will be in touch very soon to make arrangements to present you with your scholarship funds.

Thank you for submitting your application for this scholarship. We’re so pleased to be able to assist you in your continuing professional development and proud to have you as a section member!

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#### **Unsuccessful applicant notification:**

Subject Line: Robert “Bob” Reeves Scholarship Application Results

Thank you for applying for the CASBO [section name] Section Robert “Bob” Reeves Scholarship. We regret to inform you that your application was not chosen this year.

We receive many deserving applications for this scholarship and, unfortunately, must limit our selection to one winner per section per year. Although you were not chosen this time, we encourage and invite you to try again next year.

Please accept our regrets, as well as our gratitude for your interest in this scholarship and, more importantly, for your valued participation as a CASBO [section name] Section member.