

District Scholarship Reminders

▪ Distribution of Applications

- All District Scholarship applications for the specific District are sent approximately **one month before** the District Conference to the District Director. At the same time, applications specific to a Section are sent **only** to that Section Chairman.
- Applications are mailed to the District Director and Section Chairmen at the address on the individual's membership record.

NOTE: Any requests to change the above should be **emailed to Nazdhia in the Foundation at nprado-pulido@aws.org about 6 weeks before the District Conference**, to allow time for the copies to be made and mailed.

▪ Selection of Recipients

- Each District has the right to decide the recipients and the amounts awarded (within the allotted \$5,000 provided by AWS) to each applicant.
- If the District policy is to have Sections do preliminary evaluations and/or selection of scholarship applicants, it is recommended that Section Scholarship Committees be comprised of a Section Chairman and two or three Section members. This committee should meet to review all scholarship applications from their Section to determine which candidates to recommend at the District Conference Scholarship selection. A Section representative should speak on behalf of their scholarship candidate(s) at the District Conference.

▪ Selection of Alternates

- Alternates should be selected if a recipient(s) does not use the funds. Alternate candidates may be selected as first, second, third, etc.; funds may be evenly distributed among those recipients who are in school; funds may be distributed among trade/technical, two or four year schools, i.e., if the student who did not use the funds is attending a four-year school, AWS Staff would be instructed to award the unused funds to one or more four-year students. The alternate plan should be included in the District Conference Minutes, and should be noted on the District Conference recipient list, which is prepared at each District Conference and returned to AWS Staff.

▪ Unused Funds

- If any recipient does not use his/her scholarship funds by the middle of October, the AWS Foundation Staff will contact the student by mail. The student will be given a set amount of time to respond. If Foundation Staff does not hear from the student in the allotted time, they will notify the District Director and specific Section Chairman. The District Director will decide whether to allow more time or to award the funds to an alternate student.
- The Foundation Staff will continue to follow-up on unused funds with the students and Districts. If funds have not been used by a student or awarded to an alternate by the month of May, the unused funds will revert back to the American Welding Society.