

ARFOS - 2012 Scholarship Program
- Roles & Responsibilities -

2012 Scholarship Coordinator: Linda Townsend

General Responsibilities

- Responsible for ensuring awareness and adherence to the agreed upon timelines
- Acting as point of contact for program questions and/or clarifications
- Responsible for notifying final award recipient and all organizations and/or individuals whose applications were submitted to the scholarship committee for consideration.

Key Responsibilities:

Obtain and enter into "database"

- Sponsoring Members (name, contact telephone#, email)
- Contact Organization (organization)
- Contact Person (name)

Mail copies of Scholarship Application Packages and flyers to Submitting Members for distribution

Act as collection point for completed application packages.

Sponsoring Members will mail completed application packages to Scholarship Coordinator on or before deadline.

Email Sponsoring Member to advise when package has been received and verified for completeness.

Retain original application package in hard copy file. Mail one (1) copy of application package to Western Region Scholarship Committee member who will copy and distribution to Eastern and Southern Committee members no later than **April 17, 2012**.

Once Scholarship recipient has been selected, Send written notification to winner, Sponsoring Member and ARFOS membership.

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2012 Scholarship Committee:

Pamela Motton, Sheilah Cunningham, Adair Jones

General Responsibilities

- Responsible for evaluating scholarship applications that have been submitted by Sponsoring Members
- With the concurrence of all three committee members, this team is responsible for making the final selection of the award recipient.
 - Western Region - Pamela Motton (Committee Lead)
 - Western Region - Sheila Cunningham
 - Eastern Region - Adair Jones

Key Responsibilities:

- Establish and maintain contact with Committee co-members throughout the **April 9 - May 9, 2012** evaluation period.
- Ensure timeline is adhered to and that the final decision is made on or before **May 9, 2012**.
- As objectively as possible evaluate nominee applications based upon previously agreed upon criteria:
 - GPA
 - School, Church and/or Community activities
 - Written Essay
 - Recommendation Letters
 - Signed Photo Release (New)
- Once final decision is made, promptly communicate this to the Scholarship Coordinator

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2012 Scholarship Program: Sponsoring Members

General Responsibilities:

- Select and sponsor one (1) educational, religious or community organization with whom she will communicate the availability and requirements of the ARFOS 2012 Scholarship.
- Identify the appropriate Contact Person who will act as liaison with the selected organization.
- Ensure strict adherence to timelines.

Key Responsibilities:

- Once organization and Contact Person has been determined, communicate that information to the Scholarship Coordinator.
- Determine who will review the applications and select the scholarship nominee for that organization . . . you or your Contact Person.
- Ensure that scholarship materials are promptly delivered to your Contact Person for distribution and posting.
- Ensure the application package/s are completed and submitted to the Sponsoring Member no later than **March 21, 2012**.
- Complete package should include:
 1. Application/Student Data Sheet
 2. Official transcript reflecting cumulative GPA (transcript is considered official when embossed seal is present)
 3. Written Essay
 4. 2 Letters of Recommendation
 5. 1 - 4"x6" color photograph
 6. Signed Photo Release
- Application package should be copied and the original and copy mailed to the Scholarship Coordinator and received no later than **March 30, 2012** (applications will not be accepted if postmarked after this date):

ARFOS Scholarship Program
C/O Linda Townsend (Scholarship Coordinator)
2501 Moyers Rd
Richmond, Ca., 94806

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2012 Scholarship Program: Contact Person

General Responsibilities

- Once selected by the Sponsoring Member, this individual will act as their organizational (church, school, community) liaison. The Contact Person will work with the Sponsoring Member to facilitate the distribution of information and media to potential scholarship nominees.

Key Responsibilities:

- Maintain proactive relationship with Sponsoring Member
- Understand focus and eligibility requirements for the ARFOS 2009 Scholarship.
- Post flyers and/or posters in appropriate locations.
- Identify likely candidates for scholarship.
- Ensure that the completed application package/s are submitted to the Sponsoring Member no later than **March 21, 2012**.

Complete package should include:

1. Application/Student Data Sheet
2. Official transcript reflecting GPA (w/embossed seal)
3. Written Essay
4. 2 Letters of Recommendation
5. 1 - 4"x6" color photograph
6. Signed Photo Release