Incentive Scholarship Application for Association of Biologists

The Association of Biologists promotes camaraderie and scientific interaction among Association Members within the Department of Biological Sciences at Texas Tech University, promote scientific interaction among Association Members and members of other universities, and acts as a service organization for the Department and University. The Association raises funds to support its Members in these activities.

This application pertains to CURRENT officers and committee chairs for the Association of Biologists. Please complete the following application and attach required documentation.

A. General Information from Applicant

Applicant First Name_____________________________Last Name________________________

Officer Position (Proceed to section C after completing section A):

_____President  _____Vice President  _____Treasurer  _____Secretary  _____N/A

Committee Chair Position (Proceed to section D after completing section A):

_____Grants in Aid  _____TTABSS  _____Recycling  _____Seminar  _____Webmaster

_____Fundraising  _____N/A

Term Year:____________________________________________________________________

E-mail address_________________________________________________________________

Home Address______________________________________________________________

City___________________________State__________________Zip/Postal Code____________

Country___________________________ Phone Number__________________________

B. Conditions for Incentive Scholarship for Officers and Committee Chairs

In the event that incentive scholarships to officers and committee chairs would result in a net deficit for that organizational year, no incentive scholarships will be awarded.

If funds are not sufficient for all officers and committee chairs to receive the incentive scholarships, no incentive scholarships will be awarded for that organizational year.

Approval of funds will be based on a simple majority vote for each position. In the event of a tie during the committee chair incentive vote, advisors will make the final decision.
C. Specific Information for Incentive Scholarship for Officers

Officers can apply for $1000 at the end of their term (August 1-July 31).

Applications are due July 15th and performance will be evaluated by Faculty Advisors, with approved funds allocated the following Fall semester through the Department of Biological Sciences. Scholarships can be used for travel, research, or tuition expenses.

In the event an officer does not complete their term or responsibilities, no funds will be disbursed.

Proceed to Sections E-H and fill out the application that pertains to you.

D. Specific Information for Incentive Scholarship for Committee Chairs

The following committee chairs: TTABSS, Grants-in-Aid, and Seminar can apply for $500 at the end of their term (September 1-August 31). Applications would be due June 15th and performance will be evaluated by current officers, with approved funds allocated the following Fall semester through the Department of Biological Sciences. Scholarships can be used for travel, research, or tuition expenses.

The following committee chairs: Recycling, Fundraising, and Website can apply for $250 at the end of their term (September 1-August 31). Applications would be due June 15th and performance will be evaluated by current officers, with approved funds allocated the following Fall semester through the Department of Biological Sciences. Scholarships can be used for travel, research, or tuition expenses.

In the event a committee chair does not complete their term, no funds will be disbursed.

Proceed to Sections I-N and fill out the application that pertains to you.
E. Incentive Scholarship Application for Officer Position: President/Co-President

i. Checklist of Required Items

Check items listed below that you completed. Items with a “*” indicate documentation must be attached in Section ii.

_______ Be the liaison with the Departments and other organizations

_______ Successful transition from old to new officers and make sure other officers know their responsibilities and expectations

_______ Keep in good standing with SGA, i.e. register the organization, keep up with required trainings and make sure the officers necessary attend those meetings, SGA interview details*

_______ Be in charge of and work with other officers to submit taxes for your year*

_______ Keep in direct contact with the Treasurer about the budget throughout the year

_______ Plan and facilitate the 3 member meetings (August, January, April/May)* and 2 BOD meetings (Fall and Spring)*

_______ Plan the fall event, wine social (Graduate Student Reception) with other officers*

_______ In charge of the following chairs and their committees: TTABSS, Webmaster, and Grants-In-Aid

_______ Plan the spring event (TTABSS) with the officers, TTABSS chair, and committee*

_______ Advertise and have members attend a minimum of 1 community service project for the fall and spring*

ii. Required Documentation

Items denoted by an asterisk from section i.

Documentation must be printed and available in soft copy (kept with advisors).

**Documentation can include (but not limited to):** Attendance sheets and minutes from meetings, copy of application for taxes, copy of registration for required meetings/outcome of meetings, and advertisement and summary of events planned.
F. Incentive Scholarship Application for Officer Position: Vice President

i. Checklist of Required Items

Check items listed below that you completed. Items with a “*” indicate documentation must be attached in Section ii.

- Manage and utilize SGA funds within the given year (Sept 1-July 31)*
- Attend required funding training hosted through SGA*
- Attend Risk Management/SORC meetings required by SGA throughout the year*
- Arrange travel & reimbursement for seminar speakers*
- Submit SGA funding application and attend required meetings*
- Maintain a “Guide for VP” and update as needed
- In charge of the following chairs and their committees: Seminar
- Attend member, officer, and BoD meetings
- Help with lab manual sales
- Help with wine social
- Help with TTABSS
- Be involved and provide all the information needed to submit taxes for the corresponding fiscal year.*

ii. Required Documentation

Items denoted by an asterisk from section i.

Documentation must be printed and available in soft copy (kept with advisors).

**Documentation can include (but not limited to):** Attendance sheets and minutes from meetings, copy of application for taxes, copy of registration for required meetings/outcome of meetings, and advertisement and summary of events planned.
G. Incentive Scholarship Application for Officer Position: Treasurer

i. Checklist of Required Items

Check items listed below that you completed. Items with a “*” indicate documentation must be attached in Section ii.

- ______ Order all the supplies (lab manuals, lab coats, dissecting kits, etc.) necessary for Lab Manual sales for the entire academic year (Fall, Spring, and Summer).
- ______ Run Lab Manual sales for the entire academic year (Fall, Spring, and Summer) in coordination with the fundraising committee.
- ______ Be in charge of the registration table and coordinate the silent auction/raffle (with the fundraising committee) for the Fall event (Wine Social).
- ______ Be in charge of the registration table and coordinate the silent auction/raffle (with the fundraising committee) for the Spring event (TTABSS).
- ______ Keep a detailed record of all transactions done by the association using the template excel file provided by the previous treasurer. Provide a hard copy at the end of the academic year.*
- ______ Keep and provide by the end of the academic year, a physical record of receipts/orders/invoices organized and clearly labeled in a binder.*
- ______ Provide a detailed inventory by the end of the academic year of what is left over from Lab Manual sales in the brown cabinets located in the basement.*
- ______ Provide the new treasurer with an updated guideline to successfully perform this position’s duties and provide records on a flash drive to new treasurer.
- ______ Be involved and provide all the information needed to submit taxes for the corresponding fiscal year.*
- ______ In charge of the following chairs and their committees: Fundraising

ii. Required Documentation

Items denoted by an asterisk from section i.

Documentation must be printed and available in soft copy (kept with advisors).

Documentation can include (but not limited to): Attendance sheets and minutes from meetings, copy of application for taxes, copy of registration for required meetings/outcome of meetings, and advertisement and summary of events planned.
H. Incentive Scholarship Application for Officer Position: Secretary

i. Checklist of Required Items

Check items listed below that you completed. Items with a “*” indicate documentation must be attached in Section ii.

- Keep record and approve/decline TTUAB travel applications for member travel
- Keep record of member list, including dues paid, community service hours and in-service hours *
- Be involved and provide all the information needed to submit taxes for the corresponding fiscal year.*
- Collaborate with fall events (wine social)
- Collaborate with spring events (TTABSS)
- Provide the new secretary with an updated guideline to successfully perform this position’s duties and provide records on a flash drive to new secretary.
- Attend member, officer, and BoD meetings
- In charge of the following chairs and their committees: Recycling

ii. Required Documentation

Items denoted by an asterisk from section i.

Documentation must be printed and available in soft copy (kept with advisors).

Documentation can include (but not limited to): Attendance sheets and minutes from meetings, copy of application for taxes, copy of registration for required meetings/outcome of meetings, and advertisement and summary of events planned.
I. Incentive Scholarship Application for Committee Chair Position: Grants in Aid

i. Checklist of Required Items

Check items listed below that you completed. Items with a “***” indicate documentation must be attached in Section ii.

- Make/Edit and Distribute the announcement for the Grants-in-Aid Competition
- Form committee (3-4 members) and have regular meetings
- Give updates to President(s) about the status of the GIA competition
- Solicit and obtain judges for the GIA competition
- Notify all applicants of acceptance or rejection of GIA awards in timely manner
- Verify grants meet formatting standards, distribute to anonymous judges, receive scores, and compile results
- Make available anonymous judge comments if applicants would like to see them
- E-mail and receive reports from GIA awardees from previous year

ii. Required Documentation

Items denoted by an asterisk from section i.

Documentation must be printed and available in soft copy (kept with advisors).

Documentation can include (but not limited to): Attendance sheets and minutes from meetings, copy of application for taxes, copy of registration for required meetings/outcome of meetings, and advertisement and summary of events planned.
J. Incentive Scholarship Application for Committee Chair Position: TTABSS

i. Checklist of Required Items

Check items listed below that you completed. Items with a “*” indicate documentation must be attached in Section ii.

________ Make/Edit and Distribute the announcement for TTABSS*
________ Compile list of schools/departments for distribution of announcement
________ Have regular meetings concerning TTABSS
________ Solicit and obtain judges for TTABSS
________ Solicit for vendors for TTABSS
________ Solicit for monetary donations for TTABSS
________ Be day of event contact/planner for TTABSS
________ Create TTABSS Program Abstract Booklet (schedule talks, posters, etc.)*
________ Organize and be point for poster board rentals, venue, catering/food, drinks, etc.
________ Assist in selection of shirts, give aways, bags, etc. for TTABSS
________ Distribute judging sheets to anonymous judges, receive scores, and compile results
________ Make available anonymous judge comments if applicants would like to see them
________ Write Thank-you notes to contributors of TTABSS

ii. Required Documentation

Items denoted by an asterisk from section i. Documentation must be printed and available in soft copy (kept with advisors).

**Documentation can include (but not limited to):** Attendance sheets and minutes from meetings, copy of application for taxes, copy of registration for required meetings/outcome of meetings, and advertisement and summary of events planned.
K. Incentive Scholarship Application for Committee Chair Position: Recycling

i. Checklist of Required Items

Check items listed below that you completed. Items with a “*” indicate documentation must be attached in Section ii.

- Generate and post a calendar of all available recycling times and remind each member when it is his/her week to recycle. *
- Make volunteers aware of the recycling protocols, especially during lab manual sales (i.e. breaking down cardboard).
- Answer member questions about recycling.
- Make sure recycling materials are stocked (contractor bags, gloves) and coordinate with the Treasurer to purchase such items.
- Report volunteer hours for both cardboard and plastics/aluminum recycling to the Secretary at the end of each month.*

ii. Required Documentation

Items denoted by an asterisk from section i.

Documentation must be printed and available in soft copy (kept with advisors).

**Documentation can include (but not limited to):** Attendance sheets and minutes from meetings, copy of application for taxes, copy of registration for required meetings/outcome of meetings, and advertisement and summary of events planned.
L. Incentive Scholarship Application for Committee Chair Position: Seminar

i. Checklist of Required Items

Check items listed below that you completed. Items with a “*” indicate documentation must be attached in Section ii.

________ Coordinate setup, take down, and clean-up of refreshments/snacks prior to seminars

________ Monitor seminar supplies and restock as needed

________ Coordinate with the Vice-President about the seminar schedule

________ Generate and post a calendar of all available times for members to sign-up and remind members when it is his/her week to sign-up. *

________ Report volunteer hours for both to the Secretary at the end of each month.*

ii. Required Documentation

Items denoted by an asterisk from section i.

Documentation must be printed and available in soft copy (kept with advisors).

**Documentation can include (but not limited to):** Attendance sheets and minutes from meetings, copy of application for taxes, copy of registration for required meetings/outcome of meetings, and advertisement and summary of events planned.
M. Incentive Scholarship Application for Committee Chair Position: Webmaster

i. Checklist of Required Items

Check items listed below that you completed. Items with a “*” indicate documentation must be attached in Section ii.

_________ Update website with new officer/chairperson information
_________ Update website with pre/post TTABSS registration information*
_________ Update website with new forms with new officer information
_________ Keep in contact with Officers about information for website

ii. Required Documentation

Items denoted by an asterisk from section i.

Documentation must be printed and available in soft copy (kept with advisors).

**Documentation can include (but not limited to):** Attendance sheets and minutes from meetings, copy of application for taxes, copy of registration for required meetings/outcome of meetings, and advertisement and summary of events planned.
N. Incentive Scholarship Application for Committee Chair Position: Fundraising

i. Checklist of Required Items

Check items listed below that you completed. Items with a “*” indicate documentation must be attached in Section ii.

_________ Help coordinate and run Lab Manual sales for the entire academic year (Fall, Spring, and Summer) with the Treasurer.

_________ Be in charge of the silent auction/raffle for the Fall event (Wine Social). This means reaching out to possible donors and contributors, collecting the donated items and setting them up the day of the event. *

_________ Be in charge of the silent auction/raffle for the Spring event (TTABSS). This means reaching out to possible donors and contributors, collecting the donated items and setting them up the day of the event.*

_________ Help coordinate the registration table for the Fall event (Wine Social).

_________ Help coordinate the registration table for the Spring event (TTABSS).

_________ Report volunteer hours to Secretary at end of each month/event.

_________ Write Thank-you notes to contributors of the silent auctions.

ii. Required Documentation

Items denoted by an asterisk from section i.

Documentation must be printed and available in soft copy (kept with advisors).

Documentation can include (but not limited to): Attendance sheets and minutes from meetings, copy of application for taxes, copy of registration for required meetings/outcome of meetings, and advertisement and summary of events planned.