

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 the 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 the 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.