RESPONSIBILITIES OF AREA SCHOLARSHIP COMMITTEES:
1. Review applications for scholarships awarded by the Rawls College of Business.
2. Select scholarship recipients for area academic scholarships based on selection criteria for each scholarship and the scholarship funds available.

COMMITTEE PROCEDURES:
1. **Fund Balances**: An updated spreadsheet of fund balances will be emailed to each Area Coordinator and Area Scholarship Chair from Susan Harkey in the Rawls Scholarship Office, no later than March 5th of each year.
2. **Applicants**: The Area Scholarship Chair will also receive a spreadsheet (downloaded from the TTU Scholarship Tracking System) with a list of applicants, specific to their major and will include student’s financial need (if applicable). Should you have any questions regarding a student please contact Susan Harkey at susan.harkey@ttu.edu.
3. **Committee**: The Area Scholarship Committee must have a minimum of three (3) faculty members, and will select award recipients, based on academic performance first, and adhering strictly to criteria set forth by the donor of the scholarship.
4. **Selection & Approval**: Once recipients have been selected, the area scholarship committee will then provide the forms listed below for approval to Susan Harkey no later than May 5th.
   a. Form A – Approval of Candidate(s) for Scholarship Awards
   b. Form B – Request for Scholarship Awards (Fall and Spring Awards only) and/or c. Form B1 – Request for SUMMER Scholarship Awards (if applicable)
   The scholarship committee may **not** inform the recipient(s) of their award until the recipient(s) have been reviewed to ensure that all criteria has been met. Area will be notified by Susan Harkey when their scholarship awards have been approved.
   • **IMPORTANT**: Awards for the Fall and Spring semester must be submitted at the same time and not each semester.
   • If multi-year funding is promised to any student, it is the responsibility of the awarding committee to enter the recipient’s information on “Form B – Request for Scholarship Award” each year. The awarding committee is also responsible for projecting funds available for multi-year funding.
5. **Award Notification**: Once the committee has received approval for their selection of recipients, the area scholarship committee must send ALL recipients an official award letter (see template) via email or mail. Award letters must provide information to students about the amount of the award, the period of the award, and the specific requirements of maintaining the award (e.g. minimum GPA required, enrollment hours and any other criteria). Recipients must sign the award letter to officially accept their award, and acknowledge they understand the terms of the scholarship.
6. **Thank you Letter to Donor**: All award recipients are required to write a thank you letter to the donor of their scholarship. **No exceptions!** (See “Thank you Letter Guidelines”) All thank you letters will be reviewed by the Rawls Scholarship Office before awards will be changed to “accepted” in STS and then posted to their account. Recipients should be directed to return their original thank you letter(s) and signed award letter to Susan Harkey in the Dean’s suite. Any letter that does not meet thank you letter guidelines (formatting, spelling, grammar, etc.) will be returned to the student for correction. **IMPORTANT: Scholarship recipients who do not submit their donor thank you letter and signed award letter by the deadline provided to them will have their scholarship automatically revoked.**