

Scholarship Committee

Charge

- To determine the winner(s) of the scholarship award(s).
- To inform CALA President, Executive Director, and the Board of Directors of the Committee's decision.

Term(s) of Office

- The Committee consists of five (or more) members, including the Committee Chair.
- The Chair is appointed by the CALA President for a one year term and cannot serve a second consecutive term.
- All Committee members are appointed for a one-year term only and cannot serve a consecutive term.

Major Responsibilities

- Posts CALA scholarship news releases to the CALA listserv, and forward the news releases to CALA webmaster to post on the CALA website. Also, contacts all ALA Accredited Programs (<http://www.ala.org/Template.cfm?Section=lisdirb&Template=/cfapps/lisdir/index.cfm>) in the United States and Canada to post the news releases to their corresponding listservs.
- Recommends scholarship recipients to the CALA President, Executive Director, and the Board of Directors for their final approval.
- Informs recipients of their award status. Ensures that each recipient understands the requirements of the award. Announces the scholarship recipients to the CALA membership via CALA listserv. A copy of the announcement will be forwarded to the CALA webmaster who will post it on the CALA website.
- Forwards the award announcement of each recipient and their contact information to the CALA Executive President for an official press release.
- Assesses the current application form(s) and guidelines, and makes recommendations to improve the documents if necessary.
- Forwards the contact information of all scholarship recipients to the CALA Mentoring Program Chair who will match the recipients with experienced CALA mentors.

Procedures

1. Sends updates of application and reference forms to the CALA webmaster who will revise the CALA website to reflect the current information.
2. Calls for applications. Forward a copy of the "call for applications" to the Vice Dean of SIM Wuhan University, Dr. Ruhua Huang at 2399877220@qq.com for *The Huang Tso-ping and Wu Yao-yu Research Grant and Scholarship*. [Note: *The Huang Tso-ping and Wu Yao-yu Research Grant and Scholarship* applications will be called, reviewed, and selected by the School of Information Management (SIM), Wuhan University.]
3. Verifies that all applicants are currently enrolled as full-time students at ALA Accredited Programs.
4. Reviews and evaluates all applications by using a "1-5 point" scale to rate applicants in each category, and adds up each applicant's points.

5. Ranks all applicants and selects the top 3 winners. It is appropriate to select 2 additional backup applicants in case any of the top 3 winners decline the award.
6. Notifies the top 3 winners one-by-one to obtain acceptance of their award. Ensures that the winner understands all requirements of the award. If the Amy Seetoo Award is given, the Committee confirms, via email, that the winner of the Amy Seetoo Award is committed to attending the annual conference.
7. Reports the scholarship recipients to the President, Executive Director, and the Board of Directors.

Awardee Commitment

1. The award recipient shall participate in CALA events and activities, including online activities and the ALA Midwinter and Annual meetings.
2. The award recipient shall be a CALA member for at least 5 consecutive years from the date the award is received.
3. The award recipient shall volunteer for CALA committees and taskforces.
4. The award recipient shall receive an electronic certificate upon request.
5. A monetary award shall be presented at the ALA Annual Banquet if awardees attend the ALA Annual Conference in person. If the awardees are not at the ALA Annual Conference, the award will be mailed to the awardees after the ALA conference.
6. The award recipient shall contribute their time and talents to CALA.

Publicity

1. Sends the scholarship news release to the CALA webmaster who will post it on the CALA website.
2. Announces the scholarship news on the CALA listserv.
3. Forwards the news release to all ALA Accredited Programs in the U.S. and Canada.
4. Forwards a copy of the "call for applications" to the Vice Dean of SIM Wuhan University, Dr. Ruhua Huang at 2399877220@qq.com for *The Huang Tso-ping and Wu Yao-yu Research Grant and Scholarship*. [Note: *The Huang Tso-ping and Wu Yao-yu Research Grant and Scholarship* applications will be called, reviewed, and selected by the School of Information Management (SIM), Wuhan University.]

Timeline

October

- Revises application and reference forms on the CALA website and sends the final version to the CALA President for review/changes/approval.
- Sends approved application and reference forms to the CALA webmaster who will post them on CALA website.
- Sends scholarship news release to the CALA webmaster who will post it on the CALA website.
- Forwards the news release to all ALA Accredited Programs in the U.S. and Canada.

January/February

- Sends out a follow-up reminder for application.

March

- Deadline for all application and reference materials submissions.

April

- Obtains application data from the CALA webmaster.
- Forwards applications received for *The Huang Tso-ping and Wu Yao-yu Research Grant and Scholarship* to the Vice Dean of SIM Wuhan University, Dr. Ruhua Huang at 2399877220@qq.com
- Reviews applications.
- Ranks all applications and selects the top 3 winners. It is appropriate to select 2 additional backup applicants in case any of the top 3 winners decline the award.
- Notifies the top 3 winners one-by-one to obtain acceptance of their award. Ensures that the winner understands all requirements of the award. If the Amy Seetoo Award is given, the Committee confirms, via email, that the winner of the Amy Seetoo Award is committed to attending the annual conference.

May

- Sends the recommendation of scholarship recipients and their acceptances of the award to the CALA President, Executive Director, and the Board for their final approval.
- Informs all applicants of their award status, both awarded and non-selected.
- Sends all award recipients' names and contact information to the Mentoring Committee Chair who will match the recipients with experienced CALA members.
- Posts the announcement of the scholarship recipients to the CALA membership via CALA listserv. Also, sends a copy of the announcement to the CALA webmaster who will post it on the CALA website.
- Reviews the Scholarship Committee section of the Officer Handbook and forwards recommended changes to the Chair of the Constitution and Bylaws Committee, Executive Director and CALA President.

Report Due Dates

Interim: One month before the Board meeting at the mid-winter meeting.

Annual: One month before the Board meeting at the annual conference.

Revised from the 2012 edition;

Revised from the 2015 edition;

Final editing: 05/31/2016