

# SISKIYOU ARTISTS ASSOCIATION

## JOB DESCRIPTION FOR:..... Scholarship Chair

1. Promote the mission statement of the Siskiyou Artist Association
2. In late February or early March, check listing of high schools, Junior Colleges and private high schools. Confirm art instructor's name.
3. Establish scholarship deadline to receive applications. The deadline should be before finals, before summer vacation and avoid Easter and 3-day weekends.
4. In March, send out package containing cover letter, art scholarship qualifications & instructions (maybe several copies), and send poster announcing scholarship for the instructor's classroom.
5. Work with publicity chair to announce SAA's scholarship award in the local papers to remind students to inquire of their teachers about the scholarship.
6. In March, ask for volunteers to serve on the scholarship committee. Best to have 5 people.
7. In early April, remind instructors about scholarship and deadline date.
8. In April, discuss with members of the scholarship committee when all can meet to interview applicant(s) and view their art work. Call each applicant to let them know that you have received their application and find out when a good time is to interview them. Try to pick one day, usually a Saturday and interview all the candidates at different time slots on that day.
9. On the interview date, evaluate each candidate's work and presentation using the Guide for Selecting Scholarship Recipients. We use a standard form and matrix to evaluate each candidate to ensure fairness. Take a photo of each candidate. The winning applicant will have their picture in the paper.
10. After all candidates have been interviewed, the scholarship committee discusses the candidates and their work and chooses award recipients, if any.

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11. The scholarship committee may award up to two scholarships a year. The committee may also only give one or no scholarships depending on candidates for the year. But no more than two scholarships can be given in a year.
12. Once a candidate(s) has been selected, notified them on the phone to congratulate them and then send them a letter letting them know that the award will be given out at our annual show reception and that they are expected to show their work at our annual show.
13. Very soon after the interviews, send letter to all candidates. For those not selected, thank them for applying and encourage them in their future endeavors. Also send letters to the scholarship committee members thanking them for their service.
14. In May, prepare an SAA Art Scholarship Report to present to the members. Give same to publicity chair and newsletter chair along with the applicant's photo. The publicity chair would like the photo in a JPEG format.
15. One month before show, send letter to scholarship recipients about framing their pieces with wire hangers and the date and time of the reception. Be sure to encourage them to bring their friends and family to help them with their celebration.
16. At the art show, help scholarship winner hang their work and present it in the best light.
17. At art show reception, present certificate award plus the check (obtain this earlier from the treasury).