

## Job Description- Scholarship Chair June,2020

### November-December-

1. Notify Guilford High School guidance counselor secretary in writing, via email or letter of the scholarship qualifications, amount of the scholarship and contact information. This must be done yearly even if there are no changes.

Guilford High School Secretary: hawkinsb@guilfordschools.org

-Scholarship qualifications: The Scholarship is for a Guilford senior who has shown involvement and interest in a gardening-related areas and is planning on pursuing such a program of study in college. Areas included: agronomy, botany, city planning, environmental concerns, horticulture, floriculture, landscape design and landscape management.

-Amount of scholarship: Determine at a fall board meeting the amount the GGC will be able to donate for the scholarship(s) for the year.

-Contact person: Scholarship chair

2. Write an news article to inform the public of the scholarship opportunity. Submit to the Guilford Garden Club Facebook member to put on the Guilford Garden Club site and Simply Guilford site. Email article to Shore Publishing. (See attached sample)

### May-

1. Guilford High School will send to the Scholarship Chair a letter stating the name of the recipient(s), a resume and the date of the Guilford High School Scholarship presentations.

2. Type a congratulatory letter to the recipient (see sample enclosed) and place in an envelope that will be presented to the recipient at the Awards Assembly.

### May -June

1. Present Guilford High School recipient(s) with Scholarship(s) at the GHS Awards Assembly at the High School. (see attached sample of speech) Present each recipient with the congratulatory letter.

2. Give GGC Treasurer the following information: name of recipient(s), name of college or university and address of financial aid office , student(s) ID number.

3. Take picture of you with the recipient(s). Give picture with an article to the local newspapers. (See sample attached). Send to :

- news@shorepublishing.com      203-245-1877 724 Boston Post Rd. Madison
- Shoreline Times- SBraden@central.com 203-789-5200

4. Give picture and article written for the newspaper to the Club Historian and the Yearbook.
5. Update the names of the Recipients on the database of past scholarship recipients. (see database attached)