

Alpha Kappa Alpha Sorority, Incorporated®
Theta Rho Omega Chapter
Scholarship

The Scholarship Committee of Theta Rho Omega Chapter is a Standing Committee. The chairman is appointed by the Basileus and assumes duties and responsibilities during the month of January. The appointed chairman should have served on the committee for at least two years prior to appointment. The following are scholarship process guidelines/timelines that will be adhered to as closely as possible:

January/February

- Consult south suburban high schools for the current name, email address and phone number of the 12th grade level guidance counselor.
- Scholarship application procedures and a cover letter with specific eligibility criteria are emailed to south suburban high school guidance counselors.
- A deadline date for submission of application data is highlighted on the application.
- In order for an applicant to be considered for a scholarship, the applicant must be in the upper third of their graduating class.

March

- During the last two weeks of March, dates and times are scheduled for individual interview sessions. Each session is approximately 15 minutes.
- At the interview session, each Scholarship Committee member will be assigned specific responsibilities.
- Tally sheets are distributed to each judge. Scholarship Committee members may have specific questions to ask each applicant.
- Pictures are taken of each applicant immediately after their interview session. The "Media Release Agreement" form must be signed by the applicant.
- After the final applicant has been interviewed and all tallies have been calculated, suggested monetary awards and the number of recipients to be rewarded are determined by plurality vote by the Scholarship Committee members present at the interview session.

April

- At the April chapter meeting, the Scholarship Committee chairman shall provide an oral report to the chapter members and a written report submitted to the chapter officers (Basileus, Anti-Basileus and Grammateus) acknowledging the designated scholarship winners for the current academic year.
- The chapter Ivy Leaf Reporter prepares and submits the media publicity.

May

- Scholarship recipients may be introduced to the community at a reception and/or an electronic presentation.
- Each scholarship recipient is presented a certificate and a letter with procedures that must be adhered to in order to receive their monetary award. The letter will include the Scholarship Committee chairman's contact information and the chapter's mailing address.

June

- Names and addresses of scholarship recipients, for the current year, shall be placed in the appropriate files. The contact information will include email addresses and cell phone numbers.
- A copy of any written materials used during receptions/acknowledgements/media release etc. shall be submitted to the Archives Committee. Written programs will include pictures of the scholarship recipients, the names of their respective high school, and college/university each will attend.
- The Chapter Ivy Leaf Reported will prepare and submit a media release regarding any receptions or presentations.

July/August

- The Scholarship Committee will meet to discuss budgetary needs for the next fiscal year. The scholarship committee budget will include the suggested amount of scholarship money to be awarded.
- The Scholarship Committee chairman will provide a written budget request to the chapter Finance/Budget Committee Chairman for inclusion in the proposed chapter budget.

September

- The scholarship recipient will submit completed college/university enrollment documentation to the Scholarship Committee chairman.
- Enrollment documentation, along with properly signed vouchers, are submitted. Checks should be written, and forwarded, to the appropriate department, (Bursar's Office) in the college/university with the scholarship recipient clearly identified.
- During September, the Scholarship Committee chairman will contact prior scholarship awardees to determine their eligibility to receive a recurring scholarship if funds are available.

October

- Eligible recurring scholarship applicants will be selected by the scholarship committee and presented to the executive committee and to chapter members.
- The Scholarship Committee shall meet to review all procedures for the upcoming year.

November/December

- The End of Year Report shall be submitted to the Executive Committee giving detailed procedures and actions completed within the current fiscal year.

Ongoing Scholarship Committee Responsibilities:

- Maintain a current list of 12th grade high school guidance counselors and principals.
- Retain a contact list of Scholarship Recipients.
- Scholarship Correspondence shall be typed on chapter stationary