

Establish a State Scholarship

Determine which scholarship(s) to offer



- As a state association, choose which NASCOE established scholarships you would like to offer at the state level
- Choose dollar amount and quantity of each scholarship you wish to offer
- Ask area chair to connect you with a fellow state chair as a “mentor”
- Get state membership input through elected representatives

Establish Funding Sources



- Options (1 or all):
 - One time donation from state dues funds
 - Make it a reoccurring budget allocation
 - Fundraiser (Examples: auction at state convention, raffle sales)
 - Find an outside sponsor
- Create separate bank account for accounting purposes

Adjust By-laws and/or Manual



- Work with State officers to change by-laws and duties to reflect the established scholarship details
- Add responsibilities of State Scholarship Chair
- Ask another state for examples to get your started

Create state committee process



- Establish State Chair
- Select 3-5 Judges (By December 15th each year)
- Applications will be submitted through NASCOE portal and sent to State chair to be judged at the state level, if state is offering NASCOE options

Judge and Award the Scholarship



- Judge Scholarships after the January 15th Deadline
 - Applications will be sent to the state chair from their Area chair
- Notify recipients, issue award letters, and send funds to student once they have fulfilled requirements to receive the funds
- Publize winners at conventions and on social media

Monitor and Evaluate



- Keep records of recipients and fund disbursement
- Participate and Join Area and National Calls