

**NORTH CAROLINA COTTEY COLLEGE SCHOLARSHIP
SPONSORING CHAPTER GUIDELINES**

A. IN PREPARATION FOR SPONSORING AN APPLICANT:

1. Read Article X of the North Carolina State Chapter Bylaws.
2. Become thoroughly familiar with the scholarship requirements, application process and deadlines found on the NC state website.

B. WHEN YOU HAVE FOUND AN APPLICANT TO SPONSOR:

1. Secure chapter approval to begin scholarship application procedure.
2. Check that the applicant has been accepted to attend Cottey College.
3. Interview applicant to secure information necessary for chapter's Letter of Recommendation:
 - _____ Length of time applicant known to the chapter and in what capacity
 - _____ Special talents and honors received
 - _____ Other information that may help in assessing the application
4. Draft the chapter Letter of Recommendation and secure chapter vote of approval for Letter of Recommendation.
5. Request that the applicant complete the NC Cottey College Scholarship Fund Application Form and send her this link if she doesn't already have it:
<https://forms.gle/skxUtMra8VZNwHMX6> This will take her directly to an online form that requires no downloading or printing.
6. Provide the student with your chapter letters and city, as well as the name, phone number and email address of the chapter contact person. This information is needed to complete the application. Upon submission of the electronic form, the student will receive via email a confirmation and pdf version of her application. The chapter may request a copy of the application from the student.
7. Submit the Chapter Letter of Recommendation to the NCCCSF Board of Trustees Chairman at NCCCSF@peonc.org by February 15 for fall semester admissions or by October 15 for spring semester admissions.
8. The student's application will be considered complete when the NCCCSF Board of Trustees has received all of the following:
From the Student – Completed NC Cottey College Scholarship Fund Application Form and essay

From the Chapter – Letter of Recommendation

Two Letters of Reference – From people other than family or P.E.O members. These are to be sent directly to the NCCCSF Board of Trustees Chairman at NCCCSF@peonc.org.

9. Inform the prospective applicant that this is an annual scholarship, which will be awarded for the academic year, but paid in two installments for the fall and spring semesters. (Note: If the student applies for the spring semester, only ½ of the annual amount will be awarded for the first year.) Renewal award amounts may be adjusted for grades and made on an annual basis.
10. Within two weeks of receiving the required application information, the NCCCSF Board of Trustees Chairman will send an email confirmation regarding receipt of the application material to the chapter contact. If not, or if it is near the application deadline, the chapter chairman should contact the NCCCSF Board of Trustees Chairman.
11. The applicant and sponsoring chapter will receive a letter from the NCCCSF Board of Trustees Chairman regarding the decision on the application within one month of the application deadline, or if applications are still being taken after the application deadline, within one month of receipt of application.
12. For students who receive a NCCCSF award, the NCCCSF Board of Trustees will provide an award certificate to the sponsoring chapter. The chapter is encouraged to provide the award certificate at a school award ceremony, if possible, or other event/opportunity, as appropriate.
13. The student will be expected to maintain a GPA of no less than 2.5 to be eligible for the annual renewal. If she is on academic probation, the scholarship will not be renewed. The renewal form is online and requires no downloading or printing. A link to the form will be provided directly to the student close to the end of the spring semester. In addition to submitting the renewal form, the student must provide verification of her GPA, both cumulative and most recent semester. Both the sponsoring chapter and student should be notified of the renewal decision within one month after the renewal form and GPA are received by the NCCCSF Board of Trustees.
14. The chapter has a responsibility to stay in touch with the student and provide encouragement and support by sending cards, notes or small gifts. See the Cottey College information on the NC state website for ideas.