



## *Clan BAIRD Society Worldwide Scholarship Committee Guidelines*

### **Committee Makeup:**

- 1) The Scholarship Committee shall be appointed by the President of the Clan BAIRD Society Worldwide, according to need for those members who are rotating off for any given year.
- 2) The Committee will be made up of three members, the chairperson always being a Board Officer, and the other two members must have a current membership in the Society.
- 3) The Committee will accept the applications from the President on or after June 30<sup>th</sup> of each year, and will evaluate and recommend an award by July 30<sup>th</sup>.
- 4) The President and the Board Officers are responsible for approving the recommendation of the Committee and giving the Committee the final approval to contact the applicants by letter, outlining the award to the winner. The Committee will also send consolation letters to the non-winners.
- 5) All application materials must be maintained and filed by the Chairperson of the Committee and held for a period of five years after the year's award is made.

### **Evaluation of Applications:**

- 1) Applications will be evaluated according to the guidelines each year, using the evaluation rubric provided for each applicant.
- 2) Results of the evaluation will be mailed or emailed by each committee member to the Chair of the committee by July 15<sup>th</sup> each year.
- 3) The Chair will forward the results, tallying the scores for the winner, and present the applications, as well as the original score rubrics from each committee member, to the Society President, by July 30<sup>th</sup>.
- 4) Letters of award and consolation will be mailed as soon as the Board and President approve the award roster or make changes as they see fit.



# Clan BAIRD Society Worldwide

## Scholarship Application Assessment Rubric

Scholarship Year: \_\_\_\_\_ Date: \_\_\_\_\_  
 Committee Member: \_\_\_\_\_

*\*\* Assign a score of 1 through 5 for each factor of the application process, with 1 being the least evidence of being met, and 5 being the most evidence of being met.*

<i>Name of Applicant</i>	<i>1 point</i>	<i>2 points</i>	<i>3 points</i>	<i>4 points</i>	<i>5 points</i>
_____					
Scholarship application appearance, clarity, and accuracy					
Statement of 1,000 words or less, setting forth the applicant's career objectives and planned use of the monies awarded.					
Copy of transcript of formal training (certificates, course grades, high school, college, or graduate school formal transcript).					
Two letters of recommendation (that cover applicant's ability, work habits, integrity, character, potential, and volunteer activities).					
Resume or Vita of previous work, extra-curricular activities, honors received, and scholastic achievements, as well as volunteer activities pertinent to the study and preservation of Scottish heritage.					
Will the scholarship be used for a formal college or coursework program?					
<b>TOTAL</b>					

Applicant Score: \_\_\_\_\_ of 30 points possible