

Scholarship Committee Timetable

Note: Dates each year will need to be adjusted based on newsletter deadlines, annual meeting date, events like SAA annual meeting or postal holidays, Executive Board meeting dates, and schedules of individual committee members.

January

- Chair review and sets deadlines for all scholarships based on current year's holidays, etc.

- Chair updates standard information on application forms posted on the SGA website and printed application forms.

February

- 1 Listserv announcement regarding Hart Scholarship.

- 25 Listserv reminder regarding Hart Scholarship.

March

- 1 Deadline for Hart Scholarship applications AND deadline to apply to Georgia Archives Institute

- 2 Hart Scholarship applications distributed to committee members

- 16 Deadline for committee members to return selections; chair tabulates responses

- 17 Chair coordinates with Georgia Archives Institute on applicants; notifies board, recipient/unsuccessful applicants

April

- 1 Listserv reminder regarding Banks Scholarship.

- 15 Listserv reminder regarding Weldon Scholarship.

May

- 15 Deadline for Weldon Scholarship applications.

- 22 Chair mails out Weldon applications to Committee members.

June

- 1 Hart Scholarship recipient announced in Summer (Issue 2) SGA newsletter.

- 5 Committee selects Weldon Scholarship recipient, informs Executive Board and recipient/unsuccessful applicants via email or mail.

July

- early Deadline for early-bird registration for SAA meeting (Weldon Scholarship recipient must register for SAA meeting).

- 15 Listserv reminder regarding Gulley Scholarship.

August

- 15 Deadline for Gulley Scholarship applications.
- 22 Chair mails out Gulley applications to Committee members.

September

- 1 Deadline for Hart and Weldon Scholarship recipients to submit article to the Executive Board for possible inclusion in the Fall (Issue 3) SGA newsletter.
- 5 Committee selects Hart Scholarship recipient, informs Executive Board and recipient/unsuccessful applicants via email or mail.

October

- early Deadline for pre-registration to SGA Annual meeting (Hart Scholarship recipient must register).

November

- Certificates are presented to all scholarship recipients at the SGA Annual Business meeting.
- 15 Deadline for Gulley recipient to submit article to the Executive Board for possible inclusion in the Winter (Issue 4) SGA newsletter.

December

- 1 Consult with Treasurer regarding proposed budget for next fiscal year.