

MIDDLESEX COUNTY SCHOOL NURSES ASSOCIATION SCHOLARSHIP CHAIRPERSON

Duties and Responsibilities:

Shall be responsible for the scholarship program.

- Obtain an updated Public school directory from the Middlesex County Superintendent's Office 732-249-2900 or online <https://www.middlesexcountynj.gov/government/departments/departments-of-economic-development/superintendent-of-schools> Non-public school directory can be obtained on-line at www.state.nj.us/education.
- In January, update scholarship applications, which should be emailed with a cover letter, addressed to the guidance counselor of every high school in Middlesex County. This letter should include the criteria and deadline date. (Deadline date is usually the Friday before our April Executive Board meeting).
- Receipts for postage and printing, if needed, should be given to the Treasurer for reimbursement.
- In February, set up a sub committee to read applications and select the recipients at the April Executive Board meeting.
- In April, peruse completed applications to make sure that each application is complete and received by the deadline.
Distribute rating sheets to scholarship review committee and facilitate the selection process at the conclusion of the April Executive Board meeting.
- Email congratulation letters to selected recipients and their guidance counselors.
- Email regret letters to the other applicants.
- Make arrangements for awarding the scholarships. (We have invited the recipients and their guest to be present at our May dinner during the past 3 years)
- In May request checks from the Treasurer and present scholarships at the dinner along with an Award Certificate.
- Attend all Executive Board meetings