

## CANP Sac Chapter Scholarship Chair Responsibilities

Updating scholarship application each year and posting it on the CANP website by September.

Collecting the applications and disseminating them to board members before November's Board of Directors meeting.

November Board of Directors meeting: recipient(s) chosen

Contacting the recipient and inviting them to the December dinner. Constructing an award or letter that will be handed to the recipient at the dinner. Notifying the other scholarship applicants that they were not selected.

Collecting receipts from the recipient and submitting them to treasurer for reimbursement. Ensure recipient is signed up for their state/local organization for the upcoming year.

Maintaining a list of members willing to precept students.

Collecting any hardship applications, reviewing them and making a recommendation to the BOD.

Shall attend monthly dinner meetings and quarterly BOD meetings.

The term of office shall begin in July each year for a 2-year term.