

### **Committee Responsibilities**

Selection Committee members will each be provided copies of all application documents. They will rate each applicant and forward their ratings to the Scholarship Committee Chairperson on the forms provided. The Chairperson will total all ballots and provide each member a copy of the individual and total results. Recipients will be determined by the highest totals. The decision of the Scholarship Committee will be final.

### **Chairperson Responsibilities**

The Chairperson will provide each committee member with a Score Sheet for the tabulation. S/he will transmit copies of all applications, secure the individual rankings and provide each member a copy of the combined rankings. The Chairperson will advise the nominating fair and the appropriate District Director of a winning applicant. The Chairperson will request checks from the Association Treasurer payable to the recipient and have checks forwarded to the respective individuals after their proof of completion of the Fall semester has been received.

2019 Chairperson: Amy Anderson  
NYSAAF Scholarship Committee

Cell- \_\_\_\_\_  
e-mail amy.anderson@altamontfair.com,

### **Selection Schedule**

1. Application packets will be available for all member fairs at the annual January convention with their convention envelopes.
2. Applicants must download their application forms from the NYSAAF website, [www.nyfairs.org](http://www.nyfairs.org)
3. Member fairs must submit applications to their respective District Directors who, along with NYSSA, will select 3 applications and send them to the Executive Secretary during the period prior to first Friday in May.
4. The Scholarship Committee will make its selections between the second Friday in May and second Friday in June and advise the nominating fairs prior to July 1, 2019.
5. Scholarship award letters will be mailed to the nominating fairs/NYSSA in enough time to allow presentation to be made during the annual fair or event.
6. Scholarship checks will be mailed for use in the 2<sup>nd</sup> semester. Checks will not be mailed until a transcript of the 1<sup>st</sup> semester has been received by the Committee Chairperson.

### **Biographies**

Each fair or NYSSA that has a scholarship winner will be asked to submit to the NYSAAF Executive Secretary a brief bio and photo of the winner. These will appear in the NYSAAF newsletter.