

# **Scholarship Committee Operating Policies and Procedures**

Approved Feb 23, 2019

## 1. Objective

- a. The role of the Scholarship Committee (SC) is to announce, collect, review and approve applications for scholarships to attend NCRC national and regional training events.
- b. The Scholarship Committee (SC) shall work with the NCRC finance officer who will consult the NSS secretary treasurer to determine the amount of funds available for scholarships. They will plan to use the return on the investment of the fund and not plan to use any principal from the fund. Fund fluctuations may cause usage of principal. If the fund value decreases, the advertised or awarded scholarship shall be honored. Every effort made to avoid using the principal of the fund.
- c. Monies from the cave rescue fund, managed by the NSS and held by the NSF is for scholarship purposes. Purchases or reimbursement for any personal gear, equipment, instructor travel or expenses is not considered.
- d. The SC chair may be removed from their position by a majority vote of the BORC.

## 2. Organization

- a. The Scholarship Committee (SC) shall consist of a Scholarship Committee Chair that is appointed by the National Coordinator.
- b. The SC shall recruit and appoint scholarship committee members composed of instructors and regional coordinators from various regions, no more than one per region and changed on an annual basis to ensure all regions are represented.
- c. The SC shall strive to keep a committee of at least three members but not more than five members.
- d. Each member will review all applications and each member will get one vote on the scholarships to be awarded. If there is a tie then the National Coordinator or their designee will be the tie-breaking vote.

## 3. SC responsibilities

- a. The SC is responsible for verifying the amount of money available for scholarships each year.
- b. The SC will determine the amount of each scholarship. Not to exceed one half of the training registration fee.
- c. The SC will include scholarships to both national and regional training events.

- d. The SC shall submit their proposal for the following year to the BORC for their approval at the winter board meeting.
  - e. If planned scholarships are not used, awarded as planned, or events are cancelled or modified, the SC can use any unused funds for scholarships for other events throughout the year as long as they do not exceed the total approved by the BORC and follow all of the scholarship guidelines.
  - f. The SC will advertise and solicit scholarship applications
  - g. The SC will consider factor such as:
    - i. Financial need of the applicant and give priority to those that cannot otherwise attend.
    - ii. Support letters in favor of applicant attending submitted by NCRC members, local teams or Grottos.
    - iii. Likelihood that the training of this student would benefit caving or cavers in general.
    - iv. Need for trained personnel in a certain area, region or discipline.
  - h. The SC shall inform all of the applicants of the approval or disapproval of their award in a timely manner.
  - i. The SC shall inform and coordinate with the registrar of the event to process the registration and scholarship award.
4. Meetings
- a. Meetings of the SC will be scheduled as needed by the SC Chair.
  - b. Meetings may be online, in person or done with a phone conversation.