

SEACM Scholarship Committee Proposed Calendar of Events

JANUARY/FEBRUARY

Attend January Board Meeting

Distribute announcement letters for the scholarship availability to approved NAACLS program directors and state websites of the American Society for Clinical Laboratory Science (ASCLS).

Provide information to Publications and the SEACM website for scholarship applications

May

Review applications and circulate eligible applicant information to committee members

JUNE

Select and notify the applicant

Notify the Treasurer as to how to issue scholarship check to appropriate recipient (institution or individual)

JULY

Attend Board Meeting.

Announce the recipient(s)

Give the information to publications/website and membership

SEPTEMBER

Assist the scholarship recipient with plans to attend either the annual meeting or a spring meeting.

NOVEMBER

Give any new documents to publications and/or website committee so it can be updated on the website

Select 2-3 committee members for upcoming year

DECEMBER

Send yearly financial report to the Treasurer; return any unspent funds.

Update committee historical notebook (if applicable) and pass on to new members of the committee

Revised for SEACM 1/17/2009 kfa