



## Mandatory Training SCHOLARSHIP

Who is the NEWH, Inc. President? \_\_\_\_\_

Name the person (and their position) on your board who you report to and go to for questions.

Check the board members who have a vote on your board:

- |  |  |
|--|--|
| <input type="checkbox"/> President         | <input type="checkbox"/> Secretary         |
| <input type="checkbox"/> VP/Administration | <input type="checkbox"/> Executive Advisor |
| <input type="checkbox"/> VP/Development    | <input type="checkbox"/> Directors         |
| <input type="checkbox"/> Treasurer         | <input type="checkbox"/> Chairs            |

Only the Chapter President and Treasurer prepare/create the budget for the chapter.

\_\_\_\_\_ Yes      \_\_\_\_\_ No

For any approved expense needing reimbursement - a reimbursement request must be submitted to your treasurer or NEWH, Inc. within \_\_\_\_\_ days and accompanied by a receipt.

Where should sponsor checks be mailed?

\_\_\_\_\_

Is there a fee to use the chapter credit card? \_\_\_\_\_ Yes      \_\_\_\_\_ No

Who do I contact to use the NEWH, Inc. Chapter credit card for deposits and payments to vendors?

\_\_\_\_\_

All sponsors should receive a thank you letter stating NEWH's \_\_\_\_\_ Number, listing any goods and services they received and the fair market value of their donation.

How is the total dollar amount of scholarships to be awarded decided?

---

What is the most important criteria for scholarship recipients? \_\_\_\_\_

How should you update your chapter's school list?

---

Where can you find application evaluation forms? \_\_\_\_\_

As the Scholarship Director, what do you do if a student has not turned in all of their required materials by the deadline?

---

Within \_\_\_\_\_ days of scholarship closing date, notify your applicants whether or not they have received a scholarship.

How long after your chapter's deadline should your applicants know if they will receive a scholarship or not?

What 3 items does the NEWH, Inc office need before scholarship checks can be mailed?

---

**Thank you for serving!**

Name: \_\_\_\_\_

Chapter: \_\_\_\_\_

Save this file as (lastname\_firstname) and email completed form to [erika.swansen@newh.org](mailto:erika.swansen@newh.org)