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France  
Italy

# The Role of the Scholarship Director

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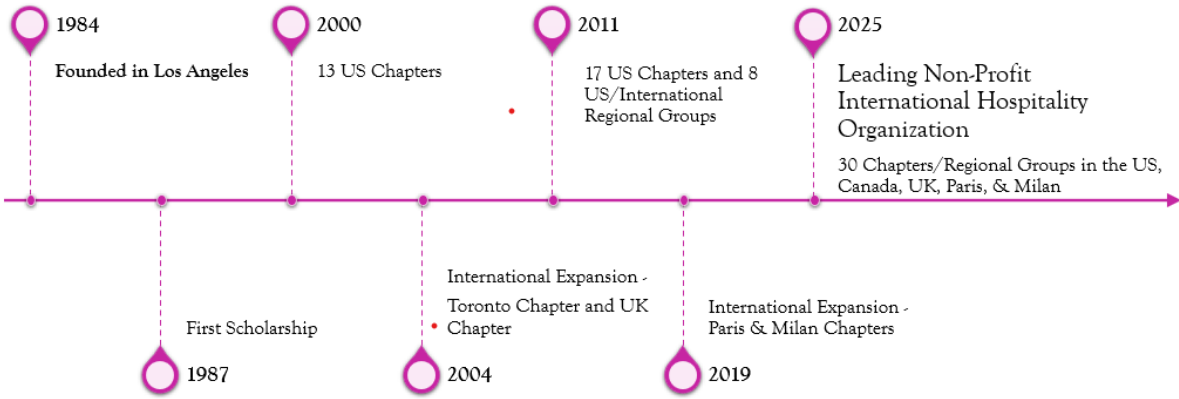
# NEWH: The Role of the Scholarship Director

## Overview

### Why be involved in NEWH?

Knowledge is POWER! NEWH involvement will strengthen your professional skills and business network while building a stronger Board for the benefit of your Chapter and local hospitality community.

### NEWH Timeline



NEWH, Inc. is a 501(c)(3) non-profit organization founded in 1984 in Los Angeles, California by a group of women that shared a vision for females to have professional success in the hospitality industry. They founded the Network of Executive Women in Hospitality to provide networking opportunities with women engaged in careers related to hospitality design; hotels, motels, resorts, restaurants, cruise ships, casinos and other commercial properties. They decided to focus on sharing education and build a network of volunteers that would work towards a common mission to raise scholarship funds for deserving students pursuing careers in hospitality. The mission and organization quickly grew and opened membership and board participation to include men by 1993. NEWH, Inc. today is comprised of over 7,200 members, 30 Chapters and Regions has awarded more than \$9.2 million dollars in scholarships funds to over 3,100 students.

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## NEWH Vision and Mission

**Vision:** “The Hospitality Industry Network”

**Mission:** NEWH is the international nonprofit community connecting the hospitality industry, providing scholarships, education, leadership development, and recognition of excellence

## Non-Profit vs For Profit: What is the difference?

### NONPROFIT

- Organization provides services of benefit without financial incentive
- Nonprofit is qualified by the IRS as a tax-exempt organization through education and scholarship
- Voluntary trustees govern the Nonprofit, protecting members interest
- Nonprofit owned by the public; status granted by the IRS
- NEWH, Inc. as a 501(c)(3) does not lobby

### FOR PROFIT

- Organization operates for personal or corporate monetary gain
- For Profit organization is governed by a Board of Directors – directors are paid for their service
- Stockholders own a for profit business

## NEWH Serves

NEWH serves students, industry, and membership.

**Students:** NEWH recognizes the talent and ability of students and encourages involvement in all areas of the Hospitality fields through scholarships, educational programs, and volunteer opportunities.

**Industry:** NEWH offers educational events and networking opportunities to keep those involved in hospitality connected and informed.

**Membership:** NEWH provides meetings, educational programs, seminars, and career opportunities for its members.

## What NEWH Does

**Education:** NEWH offers events and programs providing educational opportunities for students and hospitality industry professionals related to their fields including design, procurement, and sales. NEWH events bring knowledge from CEUs, hotel tours, to visionary panel discussions from leading industry professionals.

**Networking:** As part of its mission, NEWH connects students pursuing careers in the hospitality industry and industry professionals wishing to grow their careers in the hospitality industry with companies that have projects, job openings and internship programs.

**Scholarships:** NEWH has awarded over \$9.2M in scholarships that have impacted more than 3,100 students and their families from around the world. Volunteers are the driving force behind these astounding results.

## Value of NEWH: Important Things to Consider When Joining an Organization

### **Credibility**

NEWH has been bringing hospitality professionals together for more than three decades. It has grown to be the leading nonprofit international hospitality organization that focuses on promoting its members, participating in the mission of providing scholarships for students pursuing careers in hospitality. It is focused on hospitality-related businesses serving hotels, resorts, timeshares, casinos, cruise lines, theme parks, restaurants, and senior living markets.

### **Expanding Your Network**

Making connections is critical to running a successful business and joining NEWH gives countless opportunities to connect in person at an event or program. There is a sense of security belonging to a large network that can support you in strategic business moves whether they are local or international. NEWH's international network reaches more than 30 hospitality regions from US, Canada, and Europe with more than 7,200 members.

### **Broadening Your Knowledge**

Through Chapters and distinct partnerships NEWH offers seminars, panel discussions, property tours and online education to keep its members up to date on the latest industry innovations, research, and trends. NEWH brings small format product showcases directly to your community for a "touch and feel" of the latest products.

### **Personal and Professional Development**

NEWH gives you an opportunity to develop your skills as a leader through participation on Chapter Boards.

### **Taking Charge of Your Career**

Take advantage of career resources. NEWH offers a "Career Network" where members can post resumes and job listings for little to no cost. This is a great way to find targeted job postings for your area of interest or gain a new employee that is trained for your specific needs.

### **Strength in Numbers**

NEWH is committed to recognizing and promoting its members and their work. The NEWH Magazine features members, hospitality projects, and scholarship recipients and has a circulation of more than 20,000 worldwide.

International conferences and events feature members and their contributions to the organization and the industry.

### **Stay Motivated and Stay Inspired**

Any venture worth pursuing will be challenging along the way. It is important to be proactive about things you discover on the journey. Joining NEWH will keep you in tune with today and inspired for the future as you engage in many of the local and international events focused on building a stronger future for the hospitality industry!

## **Give Back to Your Community**

Participating on a Chapter Board or committee is a great way to grow your network and build lasting relationships you will value for business and friendship, while raising funds for the mission of scholarships.

Participating and/or attending events and programs allows you to stay in touch while giving back to the industry you remain passionately committed to.

Giving back is invaluable. With NEWH you can become a part of something that enhances your career while working towards a brighter future for everyone.

## **NEWH Partnerships**

NEWH has built strategic alliances and partnerships to benefit its members and the driving mission of education, networking and raising scholarship funds for students pursuing careers in hospitality.

### **Corporate Partners**

NEWH Corporate Partners are primarily comprised of manufacturers that produce products for the hospitality industry. These relationships are important to support the financial stability of NEWH.

Corporate Partners allow NEWH to keep dues at an affordable rate, host in-person International Board of Director Meetings and support new membership initiatives.

NEWH has 3 levels of NEWH Corporate Partnership, ranging from \$18,000 to \$38,500 USD per year).

### **Green Voice**

NEWH supports a focused educational initiative related to sustainability and the protection of our environment.

Green Voice Partners financially supports the needs related to resourcing credible talent and professional expertise that can deliver comprehensive knowledge about sustainability at international expositions and conferences.

NEWH includes the vision of our students through design competitions tapping into their creative design solutions that benefit the world of hospitality.

### **Media**

NEWH Media Partners bring strength to the extensive international network with their vast reach into the market connecting with executives and professionals that lead the industry with innovative thought, influence, and action.

These partners provide NEWH and its members presence at international expositions, conferences, and trade fairs allowing NEWH the opportunity to spread their message and share initiatives that benefit the entire industry and those that support it. Many of these partners assist NEWH in promotion of its members and supporters through their globally renowned publications.

## **Brand Partners**

Brand Partners lead the charge for bringing the highest level of education to our professional members. We provide live educational sessions that host the brand partners as they share pertinent information with a perspective on pipeline and design expectations related to the brand distinctions.

BrandED Program Partners are manufacturing companies that support this educational and networking initiative for NEWH. This program funds multiple scholarships per year presented at international events.

## **Design**

NEWH is committed to acknowledging and promoting its member firms through programs such as Top Interior Designers (TopID), which celebrates its talented and innovative design professionals.

We are proud to promote our members throughout the world as leaders in design excellence with a heart for giving back to the hospitality community.

## **International**

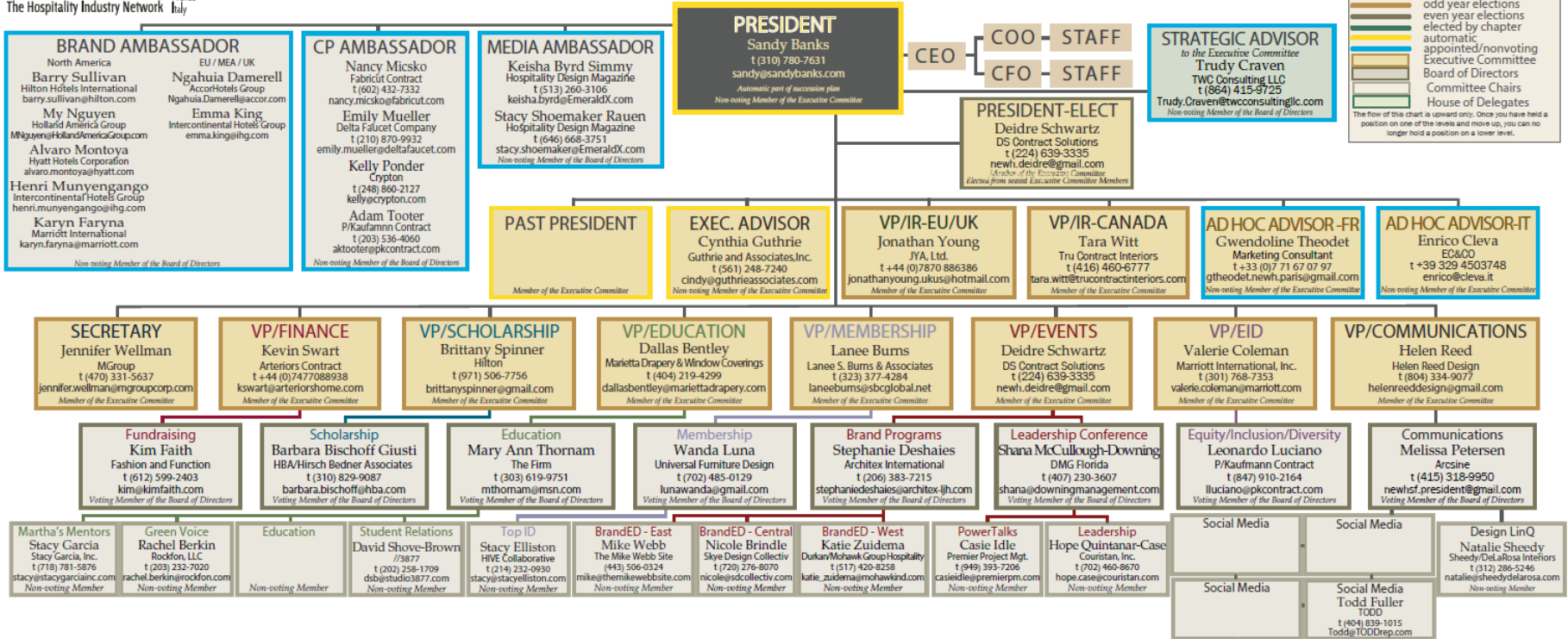
The strength of NEWH's network comes from the expansion of Chapters and regions to selective hospitality communities.

We align with International Partners that provide financial support and cultural guidance related to building these regions to support their businesses and local hospitality industry.

# Organizational Chart



## 2025 Board of Directors Organizational Chart



### Legend

- odd year elections
- even year elections
- elected by chapter
- automatic
- appointed/non/voting
- Executive Committee
- Board of Directors
- Committee Chairs
- House of Delegates

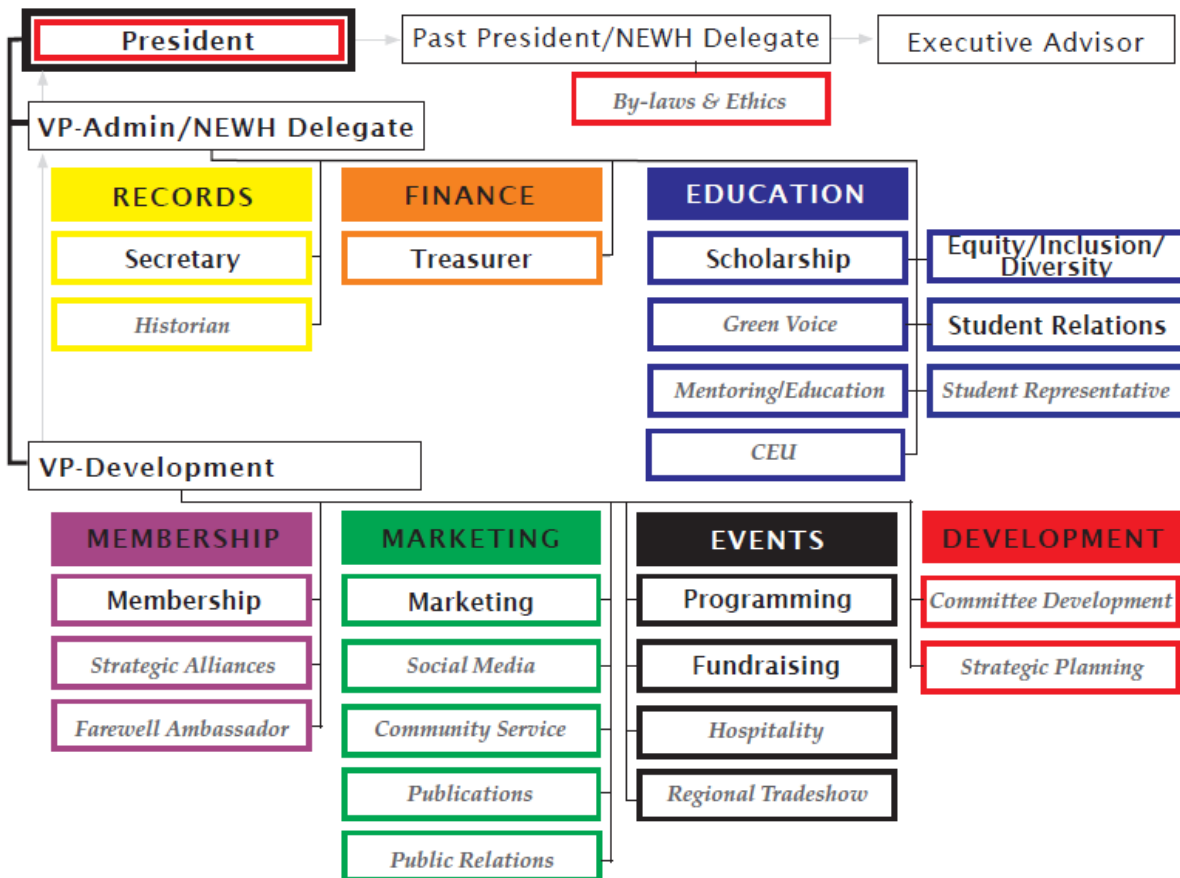
The flow of the chart is upward only. Once you have held a position on one of the levels and move up, you can no longer hold a position on a lower level.

HOUSE OF DELEGATES															
Non voting Members				Non voting Members											
<b>ARIZONA</b> Adelita Rosenberg VHF, LLC (602) 384-9223 adelita@vhfllc.com Sarah Whitman Atmosphere Commercial Interiors (370) 708-4592 sarahwhitman@atmosphere.com	<b>CHICAGO</b> Kelly Ann Hennessy Brintons (630) 664-6623 khennessy@brintonsusa.com Amelia Hoover Variant Collaborative ameliahoover13@gmail.com	<b>LAS VEGAS</b> Kris Hanson Collage Tile & Design (702) 335-6123 khanson@collagetile.com Laura Herzog Purchasing Management International (702) 743-0393 lherzog@pmconnect.com	<b>Katie Smith</b> Cunningham/Los Angeles (425) 681-3078 kessmith3@gmail.com	<b>NORTH CENTRAL</b> Lynette Stende Wilsonart LLC (612) 500-6020 lynette.stende@wilsonart.com Stephanie Thompson Parameters, Ltd. (612) 433-3022 sthornton@parameters.com	<b>PARIS</b> Gwendoline Theodet Marketing Consultant +33 (0)7 71 67 07 97 gtheodet@newiparis@gmail.com	<b>Haley Taylor</b> Astro Lighting, Inc. (407) 761-6712 haley.taylor@astro.com	<b>Denise Ganson</b> Pkg Mgt. & Procurement Professional (407) 761-6712 denise.ganson@gmail.com	<b>Kathryn Quinn</b> Goddard Littleleaf Ltd. +44 (0)7921 214162 kathryn@littleleaf.com	<b>(484) 326-0676</b> mdavis@nelsonww.com	<b>MID-SOUTH REGION</b> Michael Sautner Spacart Surfaces (615) 988-8776 msautner@spacart-surfaces.com	<b>Max Michelle Interiors</b> (949) 887-7300 smilleg@max-michelle.com				
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<b>ATLANTA</b> Megan May ULSTIEP (404) 765-7836 megan.may@ulstiepets.com Kelly McCallister Carver & Associates, Inc./Atlanta (678) 337-0023 kmcallister@carverassoc.com	<b>DALLAS</b> Micaela Sheffield Corigan (214) 384-5520 micaela.sheffield@corigan.com Liz Wilhite Signature (817) 360-7001 lizwilhite@signatureflooting.com	<b>DETROIT REGION</b> Danielle Nowak Dokes Design Architecture, LLC (608) 215-2649 dnowak@dokesdesign.com	<b>HOUSTON</b> Diane Smith Crossville Studios (713) 875-5493 dianesmith5@gmail.com	<b>UNITED KINGDOM</b> Rita Bancroft Bancroft Marketing +44 (0)7867 906499 ritabancroftmarketing.com	<b>ATLANTIC CITY/PHILLY</b> Mikuzi Davis NELSON Worldwide	<b>HOUSTON</b> Diane Smith Crossville Studios (713) 875-5493 dianesmith5@gmail.com	<b>REGIONAL STEERING COMMITTEE CHAIRS:</b> <b>ATLANTIC CITY/PHILLY</b> Mikuzi Davis NELSON Worldwide	<b>DETROIT REGION</b> Danielle Nowak Dokes Design Architecture, LLC (608) 215-2649 dnowak@dokesdesign.com	<b>HOUSTON</b> Diane Smith Crossville Studios (713) 875-5493 dianesmith5@gmail.com	<b>HOUSTON</b> Diane Smith Crossville Studios (713) 875-5493 dianesmith5@gmail.com	<b>DETROIT REGION</b> Danielle Nowak Dokes Design Architecture, LLC (608) 215-2649 dnowak@dokesdesign.com	<b>HOUSTON</b> Diane Smith Crossville Studios (713) 875-5493 dianesmith5@gmail.com	<b>DETROIT REGION</b> Danielle Nowak Dokes Design Architecture, LLC (608) 215-2649 dnowak@dokesdesign.com	<b>HOUSTON</b> Diane Smith Crossville Studios (713) 875-5493 dianesmith5@gmail.com	<b>HOUSTON</b> Diane Smith Crossville Studios (713) 875-5493 dianesmith5@gmail.com



# NEWH, Inc. Chapter Board of Directors Organizational Chart

NEWH, Inc. Chapter Board of Directors  
Organizational Chart



## Understanding the Chapter Board Succession Plan

NEWH has a succession plan policy in place for Chapters to follow. Succession planning ensures knowledge and stability for the Chapter and follows the NEWH Board model. The **VP/Development, VP/Administration, President, Past President, and Executive Advisor** positions are part of the succession plan - beginning with the VP/Development position which is elected.

Each position is for a one-year term, which means when you accept to run for VP/Development you are making a 5-year commitment to your Chapter. *No person shall serve on the Board more than ten (10) years.*

The **VP/Administration** and **Past President** will also serve as the Chapter's **NEWH Delegate**.

*\*NOTE: In the UK, the delegate position is a floating position for a Board member can attend the IBoD meeting in the U.S.*

## Board Positions

### **Executive Committee** (1 vote each, unless indicated)

- President\* (no vote, unless tie)
- VP-Administration/NEWH Delegate\*
- VP-Development
- Secretary
- Treasurer
- Past President/NEWH Delegate\*
- Executive Advisor\* (no vote)

\*Automatic positions are part of succession planning and begin at the VP/Development position, which is elected. After one year in the position, the person will move to the next level. This ensures knowledge and stability for the Chapter and follows the NEWH, Inc. Board model. All other positions are one-year positions, with a 2-year maximum per position.

### **Directors** (1 vote each)

- Scholarship
- Equity, Inclusion, and Diversity
- Membership
- Programming
- Fundraising
- Marketing
- Student Relations

### **Chairs** (no vote)

- Community Service
- Hospitality
- Internet Communication
- Public Relations
- Publications
- Green Voice
- Student Rep
- Other

Quorum = 50% of voting members +1

Email Vote: To be valid, the vote must be unanimous and have 100% participation/reply of all voting Board members.

## Expectations of all Chapter Board of Directors / Regional Group Steering Committee Members:

- Read, understand, and agree to the following by signing:
  - [NEWH Code of Ethics, Rights and Responsibilities](#)
  - [NEWH Conflict of Interest](#)
  - [NEWH Code of Conduct](#)
  - [NEWH Travel Disclaimer](#)
- Understand that to serve in a leadership role in NEWH is a privilege and that actions represent and reflect upon NEWH.
- Through personal and professional conduct, uphold and maintain beyond reproach the dignity of NEWH.
- Avoid compromising the interests of NEWH. for personal/professional benefit.
- Maintain confidentiality in all confidential matters.
- Foster Equity and Inclusion to support Diversity in all NEWH. programs.
- Attend and participate in required meetings on a regular basis.
  - Study agenda and supporting materials prior to Board and committee meetings.
  - Keep the “personal” out of Chapter Board meetings.
- Be informed about the mission, services, policies, and programs of NEWH and the Chapter.
- Be familiar with Chapter finances, budget, and financial/resource needs.
- Understand the policies and procedures of NEWH.
- Be alert to community concerns that can be addressed by NEWH mission, objectives, and programs.
- Help communicate and promote NEWH mission and programs to the community.
- If a vacancy occurs between elections, Chapter Board members may recommend an NEWH member to fill the vacancy, upon which a motion is made and voted on.
- Ensure all records and other collateral materials remain the property of NEWH and are turned over to the successor or to the NEWH, Inc. Office.

## The Board/Chapter – NEWH, Inc. Staff Relationship

Consider it a partnership, alliance, collaboration between Chapter Boards and the NEWH, Inc. staff to achieve the goals of NEWH.

## How to be a Valuable Board Member

- Promote NEWH. to others, understand the mission/history.
- Understand roles and responsibilities; hold others accountable.
- Live your role and responsibilities; hold yourself accountable.
- Stay in your lane.
- Cross over lanes when asked.
- Come prepared (review agenda and supporting documents).
- Treat information and discussions as “confidential.”
- Be curious about different perspectives/practice teamwork.
- Consensus means “I can live with it” and will support it as a team.

## Committee Do's & Don'ts

Do:

- Choose members carefully, include non-Board members for committee service (If you need help recruiting, conduct a member talent survey – contact the NEWH, Inc. Office for info).
- Distribute committee assignments evenly across the Board so all members are involved.
- Give goals and provide follow-up communication/connect with committee members on an ongoing basis to ensure success.
- Get approval from the full Board before making important decisions.
- Write committee reports providing info to the Board.

Don't:

- Create committees that are too large to be effective.
- Treat non-Board members as outsiders.

Celebrate your success, highlight your Board members, and thank them! Be sure to post your Board/committee volunteers on Facebook, Instagram, LinkedIn.

## Board Financial Responsibilities

- The Board should carefully review all financial reports as they have a fiduciary responsibility for all Chapter finances.
- The treasurer will present a financial report for the previous period at each monthly meeting.
- The Board should prepare, propose, and vote to approve an annual budget. Chapters should not be spending money until a budget has been approved.
- The approved budget should be included with the [Chapter Business Plan](#) and turned in to NEWH, Inc. Office by end of February. The business plan template can be found on NEWH website.

## Financial Notes

All Chapters have 2 bank accounts – Administrative and Scholarship. Checks are ONLY written from the administrative account. Checkbooks are held at the NEWH, Inc. Office on the Chapter's behalf. Scholarship dollars are NOT to be co-mingled with administrative funds. Funds transferred from the scholarship account to the administrative account to cover the expenditure(s), please contact Susan Huntington with the approved transfer amount and she will complete the bank transfer for you.

NEWH, Inc. holds a Chapter credit card for all Chapters to utilize to pay expenses (no fee). This ensures that vendors are paid promptly, and Board members are not using personal finances to pay NEWH expenses. Please submit Chapter requests to Susan Huntington at [NEWH.Finance@newh.org](mailto:NEWH.Finance@newh.org).

State compliance is conducted through the NEWH, Inc. Office. Please check with the NEWH, Inc. Office if your Chapter is tax-exempt, we are NOT tax exempt in all states.

## Reimbursement

### Reimbursement Requests

All reimbursement requests need to be submitted within 60 days and accompanied by receipts. These expenditures are to be approved by the Board of Directors and are inclusive of two signatures. *This policy holds true for any reimbursable delegate travel to International Board of Directors meetings.* After 60 days it is considered a charitable donation and NEWH, Inc. will provide a tax-deductible receipt.

### Delegate Reimbursement

NEWH has a very conservative travel reimbursement policy.

NEWH will cover ½ of the NEWH, Inc. Board Members and Chapter Delegate's airfare and ½ of their room expense for two (2) nights max to attend regularly scheduled Board of Directors meetings (if these expenses are not being covered by their business). Chapter covers the other half of airfare/lodging and includes it in annual budget. Room rates are based on double occupancy with qualified Board members.

**Please note:** There are caps on airfare and lodging based on location – Delegates are informed of the caps in the meeting announcement sent by NEWH. NEWH will reimburse up to \$50 of additional approved expenses with receipt. An approved expense is transportation or meals (no alcohol).

If, in your normal course of business, you will be attending (or exhibiting at) an event, you should only request the appropriate portion of one-night's lodging and no airfare.

# Scholarship Director Job Description and Expectations

This is a **voting** position.

## Purpose:

- Oversee the Scholarship process of the Chapter.
- Ensures the Chapter is awarding scholarships based on the criteria put forth by NEWH, Inc. to a recipient from an eligible school.

## Major Responsibilities (see [Task List](#) for More Details):

- Work with the Chapter Board to plan for the Chapter Scholarships.
- Form a Scholarship Committee.
- Understand and follow the NEWH, Inc. standards and practices for Scholarship and the Scholarship application process.
  - Promote the Scholarships
  - Receive and review Scholarship applications
  - Award Scholarships
- Maintain contact with Scholarship winners and educators.
- Participate in the NEWH Scholarship Committee.
- Participate in communications with IBoD Director/Scholarship as required/requested.

## Length of Term

- The Scholarship Director position is a one-year position, with a two (2) term maximum.
- No person shall serve on the Chapter Board more than ten (10) consecutive years.

## Accountability

- Reports to Vice President/Administration, Chapter President, and NEWH, Inc. Office.
- Attendance expected at all required meetings / events.

## Outside Resources and Relationships

- Represent NEWH, Inc. and be aware of events being held by other industry organizations, businesses, and educational institutions
- Be an advocate for students and educational facilities; be available to meet with these groups as necessary, etc. (add to student relations??)

## Scholarship Director Task List/Timeline Overview

Timing	Category	Activity
Upon assuming the role	Leadership	In addition to the following, the NEWH website has a number of other resources related to <a href="#">Scholarship</a> on the Board Resources page.
Upon assuming the role	Leadership	Participate in the NEWH Scholarship Committee.
Upon assuming the role	Leadership	Be knowledgeable of the NEWH, Inc. Scholarship process (see NEWH website for more details - <a href="#">Scholarship Process</a> ). (training slides available and/or call could be arranged)
Upon assuming the role	Leadership	Be knowledgeable of the NEWH eligibility and criteria for Scholarship recipients. (see NEWH website for more details (see NEWH website for more details - <a href="#">Guidelines for Scholarships</a> )
Upon assuming the role	Leadership	Form a Scholarship committee to assist in the Scholarship process. Include the Chapter's Student Relations Chair.
November / December	Planning	NEWH, Inc. Office: Sends the school list to Chapter to update
November / December	Planning	With assistance from the Scholarship Committee, update the school list received from NEWH, Inc. by contacting each school to confirm current programs and contact information. Also look for new colleges/contacts in the Chapter's area. Return updated list to NEWH, Inc. two (2) weeks prior to opening date for scholarship applications.  IMPORTANT: When updating follow required color coding (new schools in blue, replacements in red and highlight removals indicating reason for removal).
During Planning	Planning	Establish Scholarship timeline with Chapter Board; consider college schedules, student input. <ul style="list-style-type: none"> <li>• Scholarship opening dates (typically early Spring/July-September)</li> <li>• Promotion (set dates to promote scholarships during school visits, student events, etc.)</li> <li>• Deadline for applications (allow a minimum of 4-6 weeks for students to apply)</li> <li>• Deadline for judging</li> <li>• Award dates</li> </ul>
During Planning	Planning	Based on the financial status of the Chapter, determine the total amount of scholarships to be awarded; obtain approval from the Board. \$2,500 per scholarship is preferred. Also consider other budget items to include such as covering out-of-state recipients with a one-night hotel, mileage/airfare, frames for certificates, flowers, etc.  Fundraising dollars raised during the year will be applied towards the following year's scholarships.
2 weeks prior to opening date for applications	Planning	Return updated list to NEWH, Inc. two (2) weeks prior to opening date for scholarship applications.
Immediately before or just as the Scholarship application window is open / At the beginning of each semester	Promoting the Scholarships	Market NEWH, Inc. to local schools/colleges; inform students of NEWH, Inc. scholarship and membership opportunities. <ul style="list-style-type: none"> <li>• Recruit Student Relations Director to help distribute scholarship information to local student groups.</li> </ul>

		<ul style="list-style-type: none"> <li>• Encourage educators to join NEWH, Inc. (full-time educators receive FREE membership)</li> <li>• Promote scholarship application, schedule school visits, post on social media, including the Scholarship criteria and deadline for applications.</li> <li>• Take opportunities to speak at schools about NEWH, Inc., the hospitality industry, design careers, etc.</li> <li>• Have Scholarship applications on hand at your events.</li> <li>• Highlight past winners on social media with a link to apply.</li> <li>• Collaborate with the Chapter Social Media Director to grow the Chapter's social media outreach: Facebook NEWH Scholarships for Hospitality, NEWH Green Voice, NEWH, Inc. and the local Chapter page. <ul style="list-style-type: none"> <li>○ NEWH Office posts the scholarship(s) on the 'NEWH Scholarships for Hospitality' Facebook page and NEWH website.</li> <li>○ See NEWH website for <a href="#">PowerPoint</a> to educate students, colleges, educational professionals on the benefits of NEWH, scholarship and membership.</li> <li>○ See NEWH website <a href="#">Ideas for educators and school visit tips</a>.</li> <li>○ See NEWH website for resources to tell our story with the <a href="#">NEWH Scholarship Stories videos</a> (full-version – <a href="#">see guidelines for use</a>)</li> </ul> </li> </ul>
Immediately before or just as the Scholarship application window is open / At the beginning of each semester	Promoting the Scholarships	<p>Keep students + educators involved!</p> <ul style="list-style-type: none"> <li>• Invite students and educators to your events-establish student pricing at events.</li> <li>• Encourage students to assist with your check-in table at events, give them an opportunity to meet your membership &amp; establish relationships.</li> <li>• Involve students in fundraisers – get their help on committees or serve as a Student Representative.</li> <li>• Once students graduate, they receive a one-year courtesy associate membership... Scholarship recipients receive TWO free years of associate membership!</li> <li>• Keep in touch with scholarship recipients – update your membership on where they are today – include in your newsletters &amp; events.</li> </ul> <p>NEWH and its chapters will not provide information to any third party about our scholarship recipients (i.e., for speaking engagements, etc.).</p>
When the Scholarship Applications are open	Applications	NEWH, Inc. Office emails pdfs of the scholarship application, letter and flyer to student members and school list contacts (colleges/educational professionals).
When the Scholarship Applications are open	Applications	The window for submitting Scholarship applications is typically 6-8 weeks.
When the Scholarship Applications are open	Applications	NEWH, Inc. Office sends email reminders students/schools up until the deadline date.
When the Scholarship Applications are open	Applications	If the scholarship deadline needs to be extended, advise NEWH, Inc. Office one (1) week prior to the current deadline. Note: most students submit on the due date or just prior.
When the Scholarship Applications are open	Student Applications	Students submit applications to the Scholarship Director (not NEWH, Inc.) either online or as a PDF application by email or mail.



		<ul style="list-style-type: none"> <li>Students are required to submit with their application their Official Transcript, up to 3 letters of recommendation, and a student essay. Often these items are mailed or emailed separately.</li> </ul>
Right after the Application Deadline	Receive and Review Scholarship applications	<p>Scholarship Director/ and the Scholarship Committee review applications and determine recipient(s) according to the Scholarship criteria.</p> <ul style="list-style-type: none"> <li>(see NEWH website for more details - <a href="#">Scholarship Application Evaluation</a>)</li> <li>(see NEWH website for more details - <a href="#">Understanding Scholarship Applications</a>)</li> </ul>
Right after the Application Deadline	Receive and Review Scholarship applications	When reviewing applications, give the student one chance to submit any missing items. It is up to the Chapter to accept late items.
After the Judging	Award Scholarships	<p>Inform all applicants by email using mandatory template letter from NEWH, Inc. Office to all winners and non-winners.</p> <p>(see NEWH website for more details – <a href="#">Template for letter to non-winners</a>)  (see NEWH website for more details – <a href="#">Template for letter to Scholarship winners</a>)</p>
After the Judging	Award Scholarships	<p>Within 30 days of scholarship closing date, complete Scholarship Check Request form (template from NEWH, Inc); 2 signatures required, submit to NEWH, Inc. Office the winning scholarship applications along with headshots of the recipients.</p> <ul style="list-style-type: none"> <li>Checks can only be made payable to the student’s college (never to the student).</li> <li>Awarded funds can only be used towards tuition or program approved books or supplies.</li> <li>(see NEWH website for more details – <a href="#">Scholarship Check Request Form</a>)</li> </ul>
After the Judging	Award Scholarships	NEWH, Inc. Office calls or emails colleges to determine correct address checks for distribution.
After the Judging	Award Scholarships	NEWH, Inc. Office mails scholarship certificates to the Scholarship Director for distribution to winners at the Scholarship event.
After the Judging	Award Scholarships	Scholarship recipients automatically become members. NEWH, Inc. Office enters students into a database and emails NEWH membership details to the students.
After the Judging	Award Scholarships	Follow-up with students to ensure scholarship checks have been received/applied.
End of Year	Award Scholarships	<p>With Programming Director, plan the Scholarship event and presentation of awards.</p> <ul style="list-style-type: none"> <li>The focus is to honor the winners; give the students the stage to share their stories!</li> <li>Show the Chapter membership how fundraising dollars are used to award scholarships!</li> <li>Ask a local newspaper reporter to cover the event.</li> <li>Utilize the NEWH Scholarship Stories video at the event.</li> <li>Capture the awards ceremony by video (landscape mode) and photography; include interviews with students, educators, parents, event sponsors, etc.</li> </ul>
End of Year	Award Scholarships	Attend the annual Scholarship Award event.
End of Year	Award Scholarships	Highlight Scholarship winners via social media and NEWH Magazine

	Maintain contact with Scholarship recipients	<p>Stay in touch with Scholarship recipients.</p> <ul style="list-style-type: none"> <li>• Encourage recipients to become student members; Scholarship recipients receive TWO free years of associate membership!</li> <li>• Encourage recipients to get involved in the Chapter and serve in a leadership position (on a committee, as Student Relations Director, etc.).</li> <li>• Have a mentor shadow with students at each event, introducing them to the Chapter membership.</li> <li>• Remind students that NEWH membership is a great way to network for that first job and they can use NEWH’s Career Network as their first step. Tell them about using resources in NEWH for help with portfolio review, resume writing, etc.</li> <li>• Keep in touch with Scholarship recipients, updating membership on where they are today, including them in newsletters &amp; events.</li> </ul>
	Maintain contact with Students and Educators	<p>Keep students and educators involved.</p> <ul style="list-style-type: none"> <li>• Invite students and educators to Chapter events.</li> <li>• Establish student pricing for events.</li> <li>• Encourage students to assist with check-in table at events; give them an opportunity to meet members and establish relationships</li> <li>• Involve students in fundraisers, on committees, etc.</li> <li>• Once students graduate, they receive a one-year courtesy associate membership.</li> <li>• NEWH and its Chapters will not provide information to any third party about Scholarship recipients (e.g., for speaking engagements, etc.).</li> </ul>
	Maintain contact with Students and Educators	<p>With Programming Director, plan events that focus on students, but also plan events in partnerships with professors and on-campus as these schools.</p> <p>see NEWH website for ideas:  <a href="#">Virtual Student Event – Notes</a>  <a href="#">Mingle and Match Event Template</a>  <a href="#">Speed Mentoring Event Template</a>  <a href="#">Culinary Event At College Template</a>  <a href="#">Student Social Event Winter Warm-Up Template</a>  <a href="#">Portfolio Roundtable Student Event Invitation Template</a>  <a href="#">Student Roundtable Event Template – Notes</a>  <a href="#">Event Table Check In – Scholarship Sign</a>  <a href="#">CEU Carpet Recycling Initiatives</a>  <a href="#">Professional Headshot Event</a>  <a href="#">Networking Mentorship Event</a>  <a href="#">Intern Mentor Event</a>  <a href="#">Collaborative Meeting Event</a></p>
	Promoting the Scholarships after the Awards	<p>Collaborate with the Chapter Social Media Director to share your scholarship event, student stories through the NEWH Magazine, Chapter webpage and social media sites.</p>
Prior to Nominations	Leadership	Consider adding an Educator to the Chapter Board.
As Required	Leadership	Attend mandatory Scholarship discipline calls with IBoD VP/Scholarship, Director/Scholarship, and NEWH. Inc. Office.
As Required	Leadership	Attend Chapter Board Orientation / Training / Strategic Planning as required/requested.

As Required	Leadership	Participate in communications with IBoD Director/Scholarship as required/requested.
Monthly	Leadership	Attend monthly Chapter Board meetings.
At Events	Leadership	Attend Chapter events - approximately 3 hours each (or per event calendar).