NEWH
The Hospitality Industry Network

Scholarship Check Request Form

Within 30-days of Scholarship closing date the Scholarship Director will:

1. Email all applicants status of application *(templates available: Winner/Non-winner Letters)*
2. Access templates: www.newh.org *(log in, click on Resources at bottom of page/NEWH Board Resources/Scholarship & Education)*
3. Complete **Scholarship Check Request Form**; list details for <u>each</u> scholarship recipient
4. Submit winning **student applications** & **Scholarship Check Request Form** to Inc.: erika.swansen@newh.org (applications only; no attachments-transcript, essay, etc.)

<u>**NEWH will:**</u>

1. Mail the Scholarship Director student award certificates (for awards event)-size 8.5 x 11 the chapter can vote to purchase frames
2. Email students' details about NEWH membership
3. Enter students into database
4. Mail scholarship checks to chapter for signature. Chapter will mail check and letter to college directly to each students' college.

☐ Yes, the Chapter would like funds transferred from the Scholarship Account to cover these checks.

Total Amount to be transferred (may not exceed total amount of checks, but can be less):_____

Chapter Name:	
*Scholarship Director-Signature	
*President-Signature:	

*Two signatures are required to authorize checks

Mail scholarship certificates to: (Scholarship Director mailing address)	

Student Name:	
Scholarship Amount:	
Scholarship Name (*if applicable*): Vendor Sponsored, In Memory of, etc.	

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Submit with each winning student application to: erika.swansen@newh.org

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