



- This scholarship is offered to anyone planning to enter a career in the secretarial profession.
- All applications will be considered regardless of race, sex, or religion.
- The applicant must be a resident of North Carolina.
- The applicant's privacy will be protected.
- Scholarship Amount - \$200.00
- Funds are paid directly to the school and not to the individual.
- The scholarship rotates from county to county in the South Central District.

District Scholarship Chairperson's Responsibilities

- Establish your district scholarship committee.
- Establish your deadline date to receive applications in order to process them in a timely manner.
- Provide a news release to be used to advertise the availability of scholarship.
- The county that receives the scholarship is responsible for contacting guidance counselors in area high schools and career counselors in community colleges.
- Provide insert sheet for each application including scholarship amount. This sheet is to provide basic instructions to applicant, i.e. Where to return completed application, deadline date for submitting application, and any other pertinent information.
- Copies of all applications should be distributed to scholarship committee members. All committee members should be involved in the selection process.
- When a decision has been made by the District Scholarship Committee, then notify candidate selection by letter.
- Notify secretaries in your district of scholarship recipient.
- County secretary in county where recipient attends school should make presentation arrangements, obtain publicity picture and prepare a news release announcing the final decision.
- District chairperson is to send the district treasurer the scholarship recipient's name, college name, address, and phone number. The district treasurer will mail the scholarship check directly to the college.