

## **Scholarship Committee**

### **Mission**

- To recognize and encourage outstanding students to pursue studies to prepare them for a career in the forensic science profession.

### **Duties/Responsibilities**

- Divide the States and international forensic programs among committee members.
- The Chair will task the committee members with ensuring that the contacts/email addresses to each college/university in their assigned states are up to date and return the contact information to the Committee Chair by a specified date. The school information may be found using on-line lists such as on aafs.org or other resources. The above information should be sent to the Chair of the Department or other contact person for the forensic program and/or to the financial aid office of each college/university.
- The Committee Chair shall provide a cover letter to be sent to various universities and colleges throughout the world. The cover letter will contain instructions on how to apply, the address of the Committee Chair, and a due date of April 1.
- The Committee Chair will provide the AFTE Webmaster with the cover letter and a list of contacts from each college/university to receive the cover letter. The cover letter will be distributed out by the Webmaster to the various email addresses provided.
- The Committee Chair will acknowledge, by email, receipt of all completed application components.
- All completed applications and recommendation forms, which meet all the requirements, will be shared securely with the committee, when possible, at least 30 days prior to the annual conference. The Committee members shall keep all records pertaining to the applicant confidential until the selection is ratified. Once the selection is made, all Committee members are to destroy their copies of all the applicants' documents.
- The Chair is responsible for communicating with the Treasurer about any funds contributed for that year's scholarships or to the AFTE Scholarship Endowment Fund. In addition, the Chair is responsible for ensuring that non-endowment funds are distributed, in accordance with the recommendations of the committee members, in the same fashion as all other scholarship monies. The Chair is also responsible for coordinating with the Treasurer regarding endowment fund donation tracking and arranging for appropriate donor recognition.
- Each committee member will review the application packets and provide the Committee Chair via email their top choices by a specified date.
- Based on the recommendations of the committee members, the Chair chooses the recipient(s) of the AFTE Scholarship.
- The Committee Chair will notify the AFTE President, in writing, the chosen applicant's name and address. The AFTE President will notify the winner(s), in writing, and arrange for the award to be sent along with the letter. The recipient will be requested by the Committee Chair to submit a photograph and brief biography. The scholarship recipient(s) will be announced at the annual AFTE Conference and the biography and photograph will be posted on the AFTE website.
- The Chair is responsible for proper management and destruction of both of paper and electronic documents containing identifying information of applicants in accordance with AFTE's Policy Letter # 25 Records Management Program, and for instructing the members of the committee on how to comply likewise.