



Gulf States Quilting Association

Policies and Procedures

Maerke Scholarship Award Chairman

Policy Statement

The Marion Maerke Scholarship Award Chairman shall inform all members of scholarship benefits, requirements and nomination procedures; collect all nominations and applications; select, in consultation with the Board of Directors, three members to serve on a Selection Committee. These selected members shall serve a maximum of three years with one new member being rotated onto the committee each year. These members shall meet with the Chairman during the month of August (or date decided by committee chair) each year to review all nominations and applications and to choose one recipient and one alternate. The Chairman will present these names to the Board of Directors for final approval at the September board meeting, announce the recipients at the October general meeting, and keep a permanent file of all materials, supplies and reports pertinent to her office to be transferred to her successor.

Award

The Marion Maerke Scholarship is awarded annually to one member of GSQA who has been a GSQA member in good standing for a minimum of two years prior to nomination. Current GSQA board members and current members of the Marion Maerke Scholarship Committee may not be nominated or submit nominations. Guilds may select and nominate one of their members by submitting a letter signed by two guild officers. The letter may be written and signed by two GSQA members if the nominee is not a guild member but is a GSQA member at large.

The award consists of full tuition and registration for the three-day Seminar, as well as a room and board stipend. The scholarship recipient and the alternate both receive first choice of classes at Seminar. The alternate receives the registration fee and tuition for one class. In the case where the winner is unable to attend, the alternate will be entitled to the winner's full scholarship.

Procedures/Standards and Roles & Responsibilities:

Selection Process

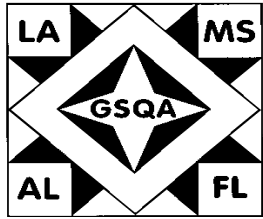
1. Prepare article explaining the award and procedures for nominations to be published the April issue of Quilt Talk. This article also contains the application form and deadline for the necessary form and letters.
2. Upon receipt of the application, the committee chairman will verify current membership of the nominee. A letter will be sent to each guild letting them know their nominating letter has been

Policy History

Original Date: June 2009

Reviewed: August 2016

Approved: September 2016



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received, thanking them for the letter of nomination and encouraging them to attend the October General Meeting. A letter is also sent to each nominee congratulating them on their nomination and encouraging them to attend the October General Meeting.

3. After the deadline, send committee members copies of the nominating materials in advance of the selection meeting. Committee members should bring their copies and notes to the meeting.
4. The Scholarship Committee meeting is set in August, based on the deadline date for applications, to be determined by the Chairperson. The site of this meeting is in a location convenient to all members. The length varies depending on the number of nominations, usually about two hours
5. The meeting begins with a review of the purpose of the award and the procedures for reviewing each nominee. Each committee member is given a worksheet that contains the names of each nominee and the guild that submitted the nomination.
 - A. The purpose of the scholarship is to recognize those GSQA members who fulfill the qualities of an active and passionate quilter.
 1. The scholarship award is the highest honor awarded to a GSQA member. It reflects volunteer services to GSQA, the local quilt guilds, other quilting organizations, and projects that benefit the community. It indicates active participation in quilting, as well as stimulating and encouraging others in all things related to quilts and quilt making.
 - B. The criteria for selecting the scholarship recipient are in order of importance:
 1. Primary – Commitment to GSQA.
 2. Willingness to share knowledge.
 3. Service within the local guild
 4. Community service.
6. Each committee member reads and studies all nomination letters from the guilds and all the information submitted by each nominee. Members use their worksheets to make notes as needed.

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A discussion follows. When every member is ready, a vote is taken. The nominee with the most points is the scholarship winner and the next one is the alternative.

7. The committee chairman presents a report at the September board meeting, including a list of all nominees. The nominee and alternative are verbally announced for board approval. The names of the winners are not recorded in the minutes of the meeting, but kept in strict confidence.
8. Traditionally, the Marion Maerke award recipient wears a special recognition adornment to identify the year's recipient. The Marion Maerke committee will be responsible for the adornment and provide it to the Seminar Director prior to the beginning of seminar.
9. Certificates are made and framed for the recipient and for the alternate. At the October General Meeting, all nominees and their guilds are recognized and congratulated. Past award winners and past nominees are also recognized. The recipient and the alternate are announced and presented with framed certificates.
10. The committee chairman is responsible for communicating the details of the scholarship to the recipient and the alternate. This includes the process for noting on their Seminar registration form that they are the recipient and alternate, the means to request reimbursement by the Treasurer for one-half the charge of a double occupancy room rate at the hotel where the Seminar is held, and assuring the recipient is given a stipend by the Treasurer for the cost of meals.
11. All expenses incurred from the scholarship committee are part of GSQA and not any one individual committee (i.e. Seminar). The Marion Maerke Scholarship expenses will be accounted for and listed separately from other seminar expenses on GSQA financial statements. (Mar 2 2013)

Attachments:

Letter for winner

Letter for alternate

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