

CGW Scholarship Committee Procedure

- Costumer’s Guild West, Inc. will maintain a webpage with scholarship guidelines year-round.
- The CGW President will appoint a Scholarship Committee Chair.
- Scholarship Committee will consist of: Scholarship Committee Chair, Dean of Costume College, President of CGW, and at least one other CGW member, who may or may not be a member of the board
- The Scholarship Committee Chair will make the following recommendations to the Board of Directors by their last meeting prior to July 1:
 - Maximum number of scholarships to be offered for
 - Los Angeles County Fair
 - Convention masquerades
 - Essays
 - What to offer as scholarships (anything in addition to tuition)
- The Board of Directors will make the final decision on number and type of scholarships to be offered, and get that information to the Scholarship Committee Chair by July 1.
- Scholarship Committee Chair is also responsible for
 - Updating the Scholarship Award Letter and Scholarship Form for the current year
 - Verifying that information on the website is current
 - Advertising scholarships by submitting information to the webmaster, social media chair, and Squeals regarding upcoming scholarship opportunities, as well as most recent winners
 - Deadlines and tasks listed under the following headlines:
- Written Essay Scholarships
 - The scholarship application for Costume College shall be made available on the CGW website no later than August 1
 - The deadline for scholarship applications will be postmarked or received by email no later than midnight, September 30.
 - The Scholarship Committee Head will be responsible for distributing completed scholarship applications to the committee members, as well as making sure the committee is informed of deadlines and guidelines related to Scholarships and will report back to the Board of Directors.
 - The Scholarship Committee will be invested with the power to decide on scholarships without further input from the board. They may meet in person or by telephone/electronically.
 - All scholarship applicants will be notified of their status before November 1 by email or telephone.
 - The scholarship winners will be announced by November 15 of each year by posting to the CGW website and an article in Squeals.
 - Scholarship winners will be sent a formal letter by U.S. mail no later than November 15
 - Committee Chair will send a copy of each scholarship award form to the registrar

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- Committee Chair will arrange for photos and an article regarding the winners to be sent to Squeals and the website
- Los Angeles County Fair Scholarships
 - Contact LA County Fair officials with our revised rules by January 30
 - Arrange for CGW members to have assistance in delivery and pickup of costumes to fair
 - Arrange for 3 CGW judges who are available to travel to the fair site in Pomona in late July. Judges can be any CGW member who is not in competition
 - Provide the judges with judging guidelines
 - Provide the judges with a sign advertising Costume College to be displayed with the costumes
 - Submit judging forms to the fair
 - Send a copy of each scholarship award form to the Registrar
 - Send Scholarship Award Letters by September 30
 - Send a report of the winners to be read into the minutes
 - Arrange for photos and an article regarding the winners to be sent to Squeals and the website
 - Update judging rules, if necessary
- Masquerade Scholarships
 - Contact the director of the masquerade for permission to present the award
 - Arrange for at least one CGW member attending the masquerade to judge the competition. If no CGW member is available, a member of a sister group or the director of the masquerade may award the scholarship
 - Provide the judge/liaison with the Scholarship Form and Scholarship Award Letter
 - The judge/liaison must make sure the Scholarship Form is filled out completely, and deliver the Scholarship Award Letter to the winner
 - The judge/liaison must send the completed Scholarship Award Letter to the Chair
 - Send a copy of each scholarship award form to the Registrar
 - Arrange for photos and an article regarding the winners to be sent to Squeals and the website