

# Scholarship Guidelines and Procedures

1. A committee member should at least weekly during the application period check to see whether any applications

have been received through the application process. If so, the member should:

a. Send an email to the applicant acknowledging receipt of the application with the words below:

"Your application for the Kenneth W. Bleakley Senior Foreign Service Scholarship has been received and should

be reviewed within the next 30 days."

b. Verify whether the application contains all the requisite information to justify the award.

c. Communicate by email to any applicant whose application is deficient the need to correct the deficiencies.

d. Copy each complete application for committee files.

e. Circulate to all committee members the names of applicants who submitted complete applications.

2. A majority of committee members must approve each applicant who is eligible to receive a scholarship. Any member

can review an applicant's application. A member who proposes to reject an applicant must state his reasoning and

circulate by email such reasoning to all members. The committee chair or his delegate shall submit the names and

contact information of each approved applicant and any proposed rejected with the reasoning for rejection to the

Trustees for final approval.

3. The Trustees shall communicate approved scholarships to each successful applicant with a check.

4. A proposed form of communication is set forth below:

"Congratulations. The Trustees of Delta Phi Epsilon Foundation for Foreign Service Education has awarded you a

Kenneth W. Bleakley Senior Foreign Service Officer Scholarship in the amount of \$250. A check in such amount is

enclosed (or) being sent under separate cover.

You are reminded that you must submit evidence of having taken the Foreign Service Officer Test within 60 days

after the date of the test or good reason for failure to do so. If you do not timely provide such evidence you

will be ineligible for any future financial assistance."

5. The Trustees shall provide such communication to any rejected applicants as they consider appropriate.

6. The committee shall accumulate the evidence submitted within 60 days after the date of the test and the names of

any individuals failing to submit the requisite evidence. The committee chair or his delegate shall advise the

Trustees of the evidence accumulated and the names of individuals who failed to submit evidence.

7. Applications and related materials shall be retained in accordance with the Foundation's Document Retention Policy.