

# Scholarship Guidelines and Procedures

1. A committee member should, at least weekly during the application period, check whether any application has been received.
  - a. Send an email to the applicant acknowledging receipt of the application with the following text:

"Your application for the Kenneth W. Bleakley Senior Foreign Service Scholarship has been received and is being reviewed by the committee."
  - 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 and specify the necessary corrections.
  - d. Copy each complete application for committee files.
  - e. Circulate the names of applicants who submitted complete applications to all committee members.
2. A majority of committee members must approve each applicant who is eligible to receive a scholarship.

A committee member who fails to respond timely shall be treated as a vote in favor of the application.

3. The Trustees shall communicate approved scholarships to each successful applicant with a check.
4. A proposed form of communication for successful applicants is as follows:

"Congratulations. The Trustees of Delta Phi Epsilon Foundation for Foreign Service Education have awarded you a scholarship for the 2010-2011 academic year."

You are reminded that you must submit evidence of having taken the Foreign Service Officer Test within 12 months of the date of the award.

5. The Trustees shall provide appropriate communication to rejected applicants as they deem necessary.
6. The committee shall accumulate the evidence submitted within 60 days after the date of the test and tra
7. Applications and related materials shall be retained in accordance with the Foundation's Document Rete