

# Scholarship Guidelines and Procedures

## 1. Committee Member Responsibilities

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. Acknowledge Receipt**

Send an email to the applicant acknowledging receipt of the application with the following words: "Your application for the Kenneth W. Bleakley Senior Foreign Service Officer Scholarship has been received and should be reviewed within the next 15 days."

### **b. Verify Application Completeness**

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

### **c. Communicate Deficiencies**

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

### **d. Application Copies**

Copy each complete application for committee files.

### **e. Circulating Completed Applications**

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

## **2. Application Review and Approval**

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 the reasoning and circulate it by email to all members. A failure to timely vote on an application is considered a favorable vote. The committee chair or delegate shall submit the names and contact information of each approved applicant and any proposed rejected applicant, with the reasoning for rejection, to the Trustees for final approval.

## **3. Scholarship Notification**

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

## **4. Communication Template**

"Congratulations. The Trustees of Delta Phi Epsilon Foundation for Foreign Service Education have awarded you a Kenneth W. Bleakley Senior Foreign Service Officer Scholarship in the amount of \$250. A check in such an 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 provide good reason for failure to do so. Failure to provide such evidence in a timely manner will result in ineligibility for future financial assistance."

## **5. Communication with Rejected Applicants**

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

## **6. Evidence Submission and Review**

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

## **7. Retention of Application Materials**

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