**Mission**

*Milton Girls Softball (MGS) is an independent, non-profit organization committed to providing all girls with an experience that fosters positive self-esteem, team spirit and individual growth through personal achievement and team play.*

**Review Committee**

The committee will consist of three (3) members:

* One Executive Board Member
* Two At-Large Board Members

**Collection Process**

One of the Executive Board Members (not the person on the Scholarship Review Committee) will do the following:

* Pick up all applications (all applications must be mailed and postmarked before the deadline to the PO Box).
* Photocopy all applications and the masters set aside.
* Review and verify the softball participation requirement.
* Remove personal information removed (white out to be applied) and assign unique numbers to each application.
* Photocopy and deliver the numbered applications to the Review Committee (how? Email? Paper?).

**Review Process**

1. Review Committee will review essays independent from one another and make notes.
2. Review Committee will meet and discuss each essays and reference their notes.
3. Review Committee will rank essays using the following system;
   1. Is the essay a minimum of 400 words and a maximum of 500 words?  
      Yes or no. If yes, then go to b; if essay is not included, the applicant is disqualified.
   2. Is the essay double spaced?  
      Yes or no. If yes, then go to c; if no essay is disqualified.
   3. Does the essay contain information describing their experience in MGS and how it has prepared them for your future?  
      Yes or no. If yes, then go to d; if no essay is disqualified.
   4. Is there anything in the essay that is related to the mission of MGS?
   5. Vote on all essays rating them 1 to n where n equals the number of essay submitted.
4. Tally votes and determine winners.
   1. If there is a 1st place winner and a 2nd place winner then those are the two winners.
   2. If there is a tie for 1st place those two winners are the winners of the two scholarships.
   3. If there is a 1st place winner and there is a tie for 2nd place then the Executive Board of Directors reviews those two essays and votes on the winner.

**Approval Process**

1. The Executive Board member presents the findings to the remaining two members.
2. If there are any questions then the Review Committee has to meet to discuss. If there are no questions then the two scholarship recipients are contacted.
3. The schools will be notified and the awards will be given to the schools for presentation at the schools award ceremony.