**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 Committee Board Members

**Collection Process**

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

1. Pick up all applications (all applications must be mailed and postmarked before the deadline to the PO Box).
2. Photocopy all applications and set aside the masters.
3. Review and verify the softball participation requirement.
4. Remove personal information removed (white out to be applied) and assign unique numbers to each application.
5. Photocopy and deliver the numbered applications to the Scholarship Review Committee.

**Review Process**

1. Review Committee will review essays independently from one another and make notes.
2. Review Committee will meet and discuss each essay 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 the essay is assigned one point. If no, then the essay is assigned zero points.
   2. Is the essay double spaced?  
      Yes or no. If yes, then the essay is assigned one point. If no, then the essay is assigned zero points.
   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 the essay is assigned one point. If no, then the essay is assigned zero points.
   4. Is there anything in the essay that is related to the mission of MGS?  
      Yes or no. If yes, then the essay is assigned one point. If no, then the essay is assigned zero points.
   5. Vote on the top 3 essays. Assign 5 points for 1st place, 3 points for 2nd place and 1 point for 3rd place.
4. Tally votes and determine winners. The goal is the most amount of points.
   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.