

# CBA Scholarship Committee

Who:

Current CBA President, President-Elect, Past President (chair), and 3 members at large. The committee is formed for 1 year (Convention to Convention) and is responsible for selecting recipients of:

1. CBA Student Teacher Scholarship (1 in December and 1 in May)
2. Jess Gerardi Scholarship (1 in May)

If any of the committee members are directly involved with one of the applications (i.e. their student teacher is applying, or one of their students), they will recuse themselves for that one scholarship award and a one-time replacement will serve in their place.

Process:

1. The current Past President makes applications available via email and on the website
  - a. Student Teacher Application on Nov. 1 (Due Nov. 15, Announced Dec. 1)
  - b. Student Teacher Application on April 1 (Due April 15, Announced May 1)
  - c. Jess Gerardi Scholarship on February 1 (Due March 1, Announced May 1)
2. The current Past President scans and forwards completed applications to the committee
3. The current Past President follows up with relevant people (cooperating teacher for Student Teacher, current band director for Jess Gerardi, etc.) and sends the results of those follow-ups to the committee members.
4. Committee members read over and formulate their thoughts. Concerns or questions and sent via email to the committee for discussion and/or follow-up
5. The committee makes their decision via email.
  - a. If the decision is not unanimously agreed upon, a simple majority vote will be called for
  - b. If the decision requires more discussion than an email, a conference call will be utilized.