



Ohio School Psychologists Association

Job Title:	Valorie Wolcott Mendelson OSPA Scholarship		
Time Commitment:	See additional notes	Travel Required:	Quarterly Board Meetings
Reports To:	Executive Director	Works With:	Executive Director, Business Manager, Officers and Executive Board members, organization and Fall Conference committee members, The Columbus Foundation liaison

Job Description

THE VWM OSPA SCHOLARSHIP COMMITTEE SHALL CONSIST OF AT LEAST ONE (1) MEMBER FROM EACH REGION.

PURPOSE OF POSITION

- To award scholarships to Second Year school psychology students from NASP accredited universities in the State of Ohio.
- To raise funds for the scholarship
- To maintain and share records with the Board and membership
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FUNCTION

In conjunction with the Association staff, this committee shall assume several duties related to the VWM OSPA Scholarship:

- The Scholarship
- To prepare scholarship application procedure article for TOSP and for the OSPA Website
- To update information concerning scholarship application in collaboration with the Columbus Foundation liaison to insure accuracy of current year's details.
- To remind IUC trainers and OSPA student representatives about the scholarship, eligibility requirements and online application links and procedures.
- To check in with Foundation liaison to insure that three university selection committee members are alerted to upcoming responsibility to begin the scholarship selection process.
- The Liaison sends out copies of the applications and material to the selection committee with instructions on the selection process. (after June 1st deadline for applications.)
- Liaison selects date for selection committee meeting (virtual)
- Foundation liaison sends out letters to all applicants advising of results
- Co-Chair also sends out letters to all applicants advising of results.
- Co-Chair sends letters to all IUC members who have nominated a candidate.
- Co-Chair alerts recipient to requirement that he/she must attend the OSPA Fall Conference Thursday luncheon and that they may bring one other person.
- Co-Chair checks with Foundation to insure that the recipients' Bursar's office is in receipt of the scholarship monies.
- Write a five minute introductory speech based upon application materials of awardees.
- Coordinate picture taking with recipient and family if in attendance

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Company Name

- Meet recipient and family at 11 am. Introduce recipient to members at large during lunch following awards procedures.
- In cooperation with the Association staff, elected Officers and Executive Board, this committee shall :
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 - provide financial updates to the Board at each Executive Board meeting
 - provide financial updates as appropriate to all members through the TOSP

In cooperation with the Association staff, elected Officers and the Executive Board, this committee shall conduct a raffle during the Fall Conference for the purpose of raising funds for the scholarship.

- To facilitate items, members contact publishers, regionals and IUC members to solicit donations.
- Co-Chair contacts all OSPA past presidents to solicit monetary donations for the scholarship
- Co-Chair requests tables from the Business Manager and confirms location of tables.
- Insure that ticket price signs, tents with donor and value are prepared, silent auction sheets have been created for larger items.
- During raffle, keep master list with names of winners
- Winners names to be called at the end of lunch. Winners retrieve items in the hall.
- Following the raffle. Cash is double counted and given to Business Manager to deposit in the Columbus Foundation. All checks are mailed directly to the Columbus Foundation.
- Thank you correspondence is sent to donors of \$25 or more.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Executive Board members must be active OSPA members in good standing and voting members of the Association (excluding intern members).

PREFERRED SKILLS

Good oral and written communication skills
Strong ability to recruit and retain committee members

ADDITIONAL NOTES

Appointments are ongoing unless the person resigns or is removed by the Executive Director, subject to majority approval of the Planning and Development Committee. Time commitments will vary depending on the specific committee or organization with which you are affiliated. The OSPA Operations Manual provides guidance regarding activities

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