ZONTA CLUB OF ST. LOUIS
SHARON CARMODY AWARD
FOR CHALLENGED INDIVIDUALS COMMITTEE
STANDARD OPERATING PROCEDURES

PURPOSE: To provide a scholarship for individuals with disabilities for undergraduate and graduate studies.

PROCEDURES:
1. Committee:
   A. Members:
      a. The committee will consist of three members selected by the club's president.
      b. The members will select the chair.
      c. The members will serve a three-year term (staggered). By September, as one member has fulfilled her three-year term a new member will be selected by the club's president. Any member who cannot fulfill her three-year term will be replaced by the club's president.

   B. Duties
      a. Review requests for their merit.
      b. Approval will be by majority (2 of 3). If one member is unavailable and the vote is tied the club's president will act as a voting member.
      c. Turnaround time will be one month after all information is available.
      d. Report the activities of the committee to the club's Vice President (Status of Women chair), the board and membership.
      e. Evaluate the success of the award.
      f. Revise standard operating procedures as necessary. (Subject to approval by the club's board.)

2. Budget: $8000 per year for two recipients. A maximum of $2000 per semester.

3. Application Procedure:
   A. Any individual (male or female). There is no age limit.
   B. The request must be in writing and include:
      a. Completed application form.
      b. Two references.
      c. Any information that will help in the evaluation of the request.

4. Report Procedure:
   A. Recipient must send his/her grades each semester.
   B. Recipient must maintain a 2.5 GPA.
   C. Recipient will have a mentor who will keep the committee informed of their progress.

5. Award Procedure:
   A. The funds will not be given to the individual. The check will be written to the school they are attending.
   B. A maximum of $2000 award per semester can be provided during the duration of their school attendance. This will be based on an annual review of their continued need by the committee.

November 6, 2014
ZHOTA CLUB OF ST. LOUIS

SHARON CARMODY AWARD FOR CHALLENGED INDIVIDUALS

Name_____________________________ Date_____________________________
Address_________________________ Phone#_________________________
E-Mail___________________________

References (Two letters of references are required)
_________________________ Phone#_________________________
_________________________ Phone#_________________________

Amount of Request________________

Purpose of Request – Include all pertinent information on a separate sheet(s).

When is Request Needed?________________

Note: No check will be given to an individual. We will need the name of the school that will receive the funds. If the award is approved we will contact you to make necessary arrangements.

Award funds to go to:
Name_____________________________ Date_________________________
Address_________________________ Phone#_________________________
E-Mail___________________________

Contact Person_____________________

MAIL REQUEST TO:

Nita Griffin E-Mail: nitagriffin4@gmail.com
8861 Gilmore Lake Road
Columbia, Illinois 62236

BELOW IS FOR COMMITTEE MEMBERS ONLY:

Date Committee Approved_________________ or Disapproved_________________
Date Applicant Notified of Approval/Disapproval_________________
Recipients SSN for approved requests_________________ Student ID
Date Treasurer notified_________________ Amount:_________________

COMMENTS: