

**CONTINUING STUDIES SCHOLARSHIP PROGRAM GUIDELINES**

GENERAL PROCEDURES

1. Subject to the availability of funds, the Capital Area Iowa Club (CAIC) will advertise and make the scholarship application available by April 1 each year.
2. Applications must be emailed to [scholarshipcommittee@capitalareaiowaclub.com](mailto:scholarshipcommittee@capitalareaiowaclub.com) by June 1.
3. Applications will be reviewed and evaluated by the Scholarship Review subcommittee by June 30.
4. Points are given for applicant's scholastic achievement and participation in CAIC activities. Weight will also be given for University of Iowa alumni and based on recommendation letters and information about community or other activities. Leadership activities for any event will be considered as well.
5. The applicant with the highest points will be chosen as the scholarship recipient.
6. The scholarship recipient will be notified via email by July 15 and must accept or decline the scholarship within 14 days.
7. Award details including the scholarship recipient’s responsibilities for confirming enrollment will be included in the recipient’s award notification. Award checks will be mailed only after the CAIC receives official notification from the school in which the recipient has registered as a full- or part-time student.
8. The committee will ensure that the CAIC program criteria are included in the CAIC Annual Program Booklet.
9. In the event the award results in a recipient's need being exceeded, as determined by the institution, the Scholarship Committee reserves the right to lower or cancel the initial award and has the option of purchasing resources for educational purposes.
10. Individuals can be awarded the scholarship more than once.

CONTENTS OF A COMPLETE APPLICATION

The following must be included, or the application will not be considered:

1. Actual application completed and signed by the applicant.
2. Cover letter describing area of study, career plans after the program or course, and CAIC activities and involvement.
3. Resume.

The following may be included as supplemental material:

1. Up to three letters of recommendation from professional colleagues, community contacts, or CAIC members. Members of the CAIC Scholarship Committee may not submit letters of recommendation.
2. Community activities and involvement: your cover letter can also include information about your involvement in community activities such as service projects, church, and professional organizations.

SCHOLARSHIP RECEIPT PROCESS

1. Applications will be received and numbered for tracking purposes by the CAIC Director of Student Outreach.
2. Applications that are not complete will receive no further consideration.
3. All identifying information will be redacted from the application to ensure the applicant cannot be identified by the Review Committee.

SCHOLARSHIP REVIEW PROCESS

1. Three members of the Board will serve on the Scholarship Committee each year.
2. Applications are evaluated and scored individually based on the scoring checklist. The scoring sheets are submitted to the Scholarship Committee Chair to evaluate the highest score and designate a recipient.
3. The Scholarship Committee will report the outcome of the search to the CAIC Board no later than August 1.
4. The CAIC Board will notify the scholarship recipient of his or her selection via email no later than July 15.
5. All other applicants will be notified either after the scholarship recipient accepts the award or by August. 1.

ELIGIBILITY

* + - 1. CAIC Evaluation Committee members are not eligible for award.
      2. Certain repeatable events (aka gamewatch support) can only count as one event.