



## The WOW Cathy Stoller Memorial Scholarship Candidate Sponsor Responsibilities

Dear valued WOW member, first of all, thank you so much for considering nominating a candidate for the WOW Cathy Stoller Memorial Scholarship. This letter outlines your specific responsibilities in regards to your candidate's application process. Please review this letter carefully and direct any questions to Scholarship Committee Chair, Holly Hetrick [at dr.hollyhetrick@gmail.com](mailto:dr.hollyhetrick@gmail.com).

**In order to insure an unbiased review of the candidates; the Scholarship Committee have recused themselves of nominating any candidates and all reference to the nominating WOW member will be removed from documentation by the Scholarship Committee after verifying that the member is in good standing. The Committee will reach a consensus on the top 10 applicants that will be submitted to the WOW Board of Directors who will select the final 6 to be interviewed by the committee. The committee will identify the final four applicants that will present to the WOW membership for voting on monetary disbursement.**

### Application Checklist

Please ensure your candidate has submitted the following documents **NO LATER THAN December 3, 2017** via our ONLINE APPLICATION WEBSITE AT [www.womenofwillamette.com/submit-application](http://www.womenofwillamette.com/submit-application). (Only complete and on-time applications will be considered):

- ❖ Completed electronic application.
- ❖ Two letters of recommendations from people of her choice (not related to her).
- ❖ A Brief recommendation statement from you regarding the applicant.

### Sponsor Responsibilities

- ❖ Understand the process and rules and nominate a candidate according to the requirements for the scholarship (see scholarship application).
- ❖ Take responsibility to insure your candidate understands the Application Checklist and submits a thorough application on time.
- ❖ Provide a Brief recommendation statement to the committee.

We look forward to reviewing your candidate's application and supporting the future generation of leaders in our community! Please know that all the candidates nominated are worthy to receive a scholarship and we admit that this is an arduous process. We commit to you that we will responsibly resolve the application process by reviewing and evaluating every application that is submitted and voting fairly based on the rules set forth.

Sincerely,

The WOW Board of Directors and the Cathy Stoller Memorial Scholarship Committee