

Procedures to Prepare for Georgia Jewelers Scholarship Selections

Applications for scholarships should be emailed to the entire membership at least one month prior to deadline for receiving nominations. Applications should also be made available on the GJA website with plenty of time for nominations to be made.

In preparation for Convention, as you receive applications, please make five copies of each page EXCEPT the front page with the store and applicant's name. These "blind" copies will be used by the committee to select the recipients of the scholarships. Each application should have the following:

- a. Application with store name and applicant's name- DO NOT GIVE THIS PAGE TO ANYONE ON THE COMMITTEE UNTIL AFTER THE WINNERS HAVE BEEN SELECTED. EXECUTIVE DIRECTOR WILL BE THE ONLY PERSON WITH KNOWLEDGE OF WHO APPLICANTS ARE.
- b. "Personal Information" page which should not have any names, cities or information to identify the store or applicant
- c. Letter written by applicant which should not have any names, cities or information to identify the store or applicant
- d. Letter from Georgia Jeweler member on behalf of the applicant which should not have any names, cities or information to identify the store or applicant.

Once you have made the five copies, assign a number to each application.

Write the number and b, c, d on the corresponding pages (from the list above of b c and d, excluding page a) that will be given to the selection committee.

Example: If you receive 6 applications, you would write

1-b 2-b 3-b 4-b 5-b 6-b

1-c 2-c 3-c 4-c 5-c 6-c

1-d 2-d 3-d 4-d 5-d 6-d

On the upper corner of each page to be given to the committee.

This process insures a fair and impartial selection of candidates.

The Scholarship Committee meets after the dinner on Saturday evening of Convention each year. The packet of “blind” applications should be given to the Committee Chair at the beginning of the meeting. The Committee up to five people, is comprised of former GJA Past Presidents and may include Mrs. John W. Reed and Mrs. Bill Rosenfeld.

If you have any questions, please feel free to call me.

Take care,

Jan Ferguson, Scholarship Committee Chair