

SCHOLARSHIP

The Committee consists of five members, including its Chair(s) all are appointed by the Vice President/President Elect by June 1st prior to his/her taking office as President.

Duties:

- Assume responsibility for soliciting donations to ensure the continuation of the Edwin S. Gleaves Scholarship (hereafter simply “scholarship”) and the Annual Conference Internship Program (hereafter simply “internship:”)
 - Plan and coordinate a solicitation activity at the TLA Annual Conference.
 - Historically, such activities have included a used book sale and silent auction of donated theme baskets/items. In the case of the silent auction coordination included: 1) soliciting baskets/items from TLA members; 2) maintaining auction paperwork; 3) maintaining viewing booth in Exhibits Area; 4) announcing bid winners and delivering baskets/items to same.
- Plan solicitation campaigns, design scholarship / internship promotion literature, and conduct publicity appropriate to its assignment
 - Publicize scholarship and internship on the TLA website in collaboration with the TLA Webmaster
 - Provide updated scholarship and internship application materials
 - Post calls for scholarship and internship applicants on the TLA listserv
 - Collect scholarship applications in the late Fall
 - Collect internship application in early Spring (January/early February)
 - Send promotional materials regarding the scholarship and internship to Tennessee library science and/or information science graduate programs (master’s or doctorate level) with ALA or NCATE accreditation.
- Select recipient of scholarship and recipients of internship based upon established criteria and ensure appropriate awards are presented at each TLA Annual Conference
 - Review and revise, if necessary, criteria for awarding of scholarship and internship
 - Ascertain that all applicants to be considered are current TLA members
 - Select one person to receive scholarship
 - Prepare and provide to the TLA Conference Webmaster a brief biography of scholarship winner for inclusion in the TLA Annual Conference Program
 - Select no more than ten persons to receive internships
 - Collaborate with Conference Planning Committee as to intern assignments during the TLA Annual Conference
- The Executive Director of the Association will:
 - Maintain scholarship donation database
 - Ensure all appropriate recognitions are sent to donors and, in the case of memorial donations recognition is sent to family member of the deceased
 - Prepare appropriate remuneration/conference registration/paperwork for scholarship and internship recipients
- The Chair(s) shall attend all TLA Board of Directors meetings and shall submit quarterly reports on activities and an annual evaluative written report to the membership at the final Board of Directors meeting for the fiscal year