C-RAD Scholarship Policy and Procedure

- The Current C-RAD Secretary will be responsible for receiving, tracking, and communicating all scholarship information.
- It will be the role of the Secretary to receive all scholarship applications and communicate those requests in writing to the Board of Directors, Per Bylaws Article VI, Section 9 (a). Board members may provide input or recommendations and seek clarifying information needed to help determine their decision.
- All C-RAD Board members must provide their response on a scholarship in a timely manner - in order to continue the process efficiently
    - The Board of directors will vote for, against or may abstain from a vote regarding a scholarship request.
    - Decisions will be based on a majority vote.
- Once a decision is reached, the secretary will communicate the results of the vote back to the applicant in writing.
- It is the expectation of the secretary to work with the training officer (or designated discipline coordinator per the direction of the training officer) to connect with applicants over the phone (if appropriate), in addition to the written notice.
- Written notices to the applicant shall include their applications approval or denial by the board as well as a reminder of the stipulations agreed upon in their application.
- It is the responsibility of the secretary to connect approved applicants with the C-RAD Treasurer in order to fulfill funds requests.
- It is the responsibility of the Treasurer to financially fulfill approved scholarship requests with the applicant directly or through the organization hosting the event or course.
- The treasurer shall keep track of all "paid out" scholarships for C-RAD Records.
- The secretary should keep a master list of all granted scholarships, "paid out" and internally subsidized for C-RAD records and reporting purposes.

- It is the expectation of the Secretary to keep record of all applications, scholarships granted, communications performed, and post scholarship reports completed.

- The secretary will be expected to provide a report at each board meeting pertaining to the number of scholarship applications that have been received, the number that have been approved / denied, and the total season to date scholarships (in house and paid out).

- The treasurer will be expected to provide a report at each board meeting pertaining to the amount of scholarships "paid out" and the total out of pocket amount of scholarship funds provided.
- The treasurer's "paid out" report will be compared with the secretary's overall scholarship report to identify how much C-RAD has subsidized in house.

- Scholarship Applications will be received on an ongoing basis (revised during the 11-11-2019 Board meeting, to update the scholarship process from a seasonal window).
- The Scholarship season will reset at the start of each Fiscal year (which is the Calendar year for C-RAD).

At any time a C-RAD Board of Director may request more information before making their decision. Consideration factors for scholarship approval (to include but not limited to):
- Total approved for scholarship prior to this request - what has been approved already
- Past scholarship approvals for applicants - has this applicant received a scholarship before?
- Ability to complete agreed upon scholarship stipulations - has this applicant completed all required processes for past scholarships
- Relevance of training to the role of the applicant / C-RAD's mission
- Training appropriate for the experience level of applicant

All C-RAD Members have the benefit of applying for scholarship (as part of the benefits of a C-RAD member)

By submitting a scholarship application, the applicant is agreeing to:
1. Submitting their application at least 30 days prior to the start of the event or course in which they are requesting scholarship for (Applications received within 30 days of the event or course will be reviewed on a case by case basis by the Board of Directors as to whether the application will be considered or not.)
2. Being contacted (if necessary) by a member of the C-RAD Board of Directors regarding their application and training related to their request.
3. Completing the "Post Scholarship Report" form found in the Member Portal of the website.

An applicant who does not complete their Post Scholarship Report will be reviewed by the C-RAD Board of Directors and may not be eligible for future scholarships. Determined on a case by case basis.

Scholarship Fund Budget:
Per board meeting minutes on 11-11-2019 the C-RAD Board of Directors have agreed upon a policy for setting a Scholarship Fund budget of 10% of the current cash on hand, which will be determined at the start of that Fiscal Year. (The budget for scholarship will be set at the January Board meeting based on "Cash on Hand" at that meeting). Any overages to this amount will be addressed on a case by case basis by the Board of Directors.