applicants. The Recruitment Committee will make recommendations to the Board on which, if any, applications should be awarded scholarships.

3.5 The Recruitment Committee will develop and follow a *Recruiting Communication Calendar* to complete their assessment in a timely manner. They will forward their recommendations to the Board of Directors as soon as practical, but no later than the August Board Meeting.

3.6 The Board of Directors will be the final authority on awarding scholarships and will vote on the recommendations presented by the Recruitment Committee.

3.7 After the Board vote, the Recruitment Committee will let all applicants know, in writing, whether or not they were awarded a scholarship.

3.7.1 If the applicants are not awarded a scholarship, the Recruitment Committee must ascertain as soon as possible whether they are still able to participate in the upcoming program or whether their slot should be made available to those on the waiting list.

3.8 A copy of the correspondence to the scholarship applicants (letter or email) will be forwarded to the Board President and to the Treasurer so that program invoices can be accurately produced.

3.9 The Recruitment Committee Chair will present a final class roster to the Board of Directors and the Program Host as soon as practical, but no later than August 15th.

4. RESOURCES

4.1 Recruiting Communication Calendar