

## 2.0 EWISP Calendar-Overview

## 3.0 EWISP Calendar - Details

DATE	ACTIVITY	SUBMIT TO
September-December	Chapter EWISP chair and committee appointed by Chapter President Schools contacted by Chapter scholarship committee	n/a n/a
December 31	B/C/DP Projects Participation Form due ( <i>Form 29</i> )	Corporate Office, Corporate B/C/DP Director
January - February	Selection of judges for Chapter competition	Chapter chair
January- March	Scholarship nominees accepted by Chapters	n/a
March-April	Corporate judges selected	n/a
April 1	High schools submit the student application packet ( <i>Form 19</i> ) (Chapter may set earlier deadline)	Chapter chair
April 1-20	Chapter judging of student applications and personal interviews ( <i>Forms 20, 21</i> )	n/a
April 20	Chapter judging completed; notification of Chapter winners by Chapter EWISP chair ( <i>Form 22</i> )	n/a
April 30	Winning student application + 3 copies <b>must</b> be received	Corporate EWISP Liaison
April 30	Notification of Chapter winner ( <i>Form 22</i> ) <b>must</b> be received	Corporate B/C/DP Director
April, May or June meeting	Chapter chair presents Chapter winner(s) and sponsoring teacher to Chapter	n/a
May 1- June 30	Corporate judging	n/a
July 1	Final judging completed	n/a
July 10	Judging forms ( <i>Forms 20, 21</i> ) <b>must</b> be received	Corporate EWISP Liaison
July 15	Announcement of first through third place winners and five (5) finalists by Corporate B/C/DP Director	n/a
September	First place winner attends Leadership Conference & Annual Meeting	n/a

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#### **A. September - December**

1. The Chapter President shall appoint a Chapter EWISP chair and committee to coordinate the Chapter's Executive Women International Scholarship Program (EWISP).
2. Chapter Presidents should forward Chapter EWISP chair's names, email address, work address, telephone and fax numbers to the Corporate B/C/DP Director as soon as that chair has been selected. The Chapter President shall return a copy of the B/C/DP Projects Participation Form (*Form 29*) to the Corporate B/C/DP Director and the Corporate Office by December 31.
3. The Chapter EWISP chair should:
  - a. Order an adequate supply of B/C/DP marketing materials from the Corporate Office for distribution to school authorities and students.
  - b. Prepare a schedule of activities, assign committee members responsibilities and set timetables.
  - c. Make a list of all local high schools that might participate in the program.
  - d. Determine the best method of implementing the program in each school system. Initial contact with the schools should be made during this period to explain the program and make them aware that the program has been approved by the National Association of Secondary School Principals and the American Vocational Association. Advise them that information will be sent to them in January.
  - e. Provide the scholarship application (*Form 19*) to local schools. The application may be downloaded from the "Members Only" section of the Procedure Manual located on the EWI corporate web site.

#### **B. January**

1. School authorities should be contacted to distribute brochures and scholarship application packets. Chair should make a list of the names and phone numbers of every school principal and teacher who will be contacted and with whom the committee will be working.

#### **C. February**

1. Select and contact three local judges. The judges must represent the educational, business and civic sectors of the community. A judge may be the executive from a member firm.

If a conflict should arise whereby a judge is acquainted with one of the students in the competition or is in any other possible situation for a conflict, the judge should excuse himself/herself from the judging of that particular student. That means student A will be lacking x number of points that judge #1 would have given him/her. Student A's base would therefore be adjusted and his/her standing would be calculated accordingly - rather than a total of 300 points for the application from three (3) judges, the

maximum total would be 200; if student A scored a total of 198, his/her percentage would be 99%. The other students' standings would be calculated against the 300 base (e.g., if a student C scored 295, his/her percentage would be 98%). These same rules would apply for the personal interview.

2. Select date and location for judging entries, keeping in mind that the Chapter winner's application **must** be received by the corporate EWISP liaison by April 30.
3. The Corporate B/C/DP Director will contact the corporate EWISP liaison for assistance in locating three judges for the final judging to take place from May through June. These judges may be from the city where LCAM is to be held.

#### **D. March**

1. Chapter chair sends reminder letters to the school contacts or sponsoring teachers as deadline for entries draws near. Follow this up with a phone call.
2. Order EWISP certificates for participating students from the Corporate Office (*Form 12*).

#### **E. April**

1. April 1 - All participating high schools must have submitted the name of their nominee and that student's completed application to the local Chapter EWISP chair. **No pre-screening or judging of applications by Chapters is allowed.**
2. April 1 to April 20 - Local panel of judges selects the winning student based on judging the application and a personal face-to-face interview, lasting about 15-20 minutes per interview, with the top three to five students.
3. Make a duplicate copy of the winner's application for Chapter records. The Chapter chair should contact the winning applicant. The Chapter should not rely on the school counselor to do so. **Important Note:** Winner's application may not be altered in any way, or the student will be disqualified.
4. Chapter chair delivers the winning application, with three (3) copies, to the corporate EWISP liaison for arrival **no later than April 30**. Chapter chair also sends or faxes the notification of Chapter winner form (*Form 22*) to the Corporate B/C/DP Director for arrival **no later than April 30**. **DO NOT RISK DISQUALIFICATION OF YOUR CHAPTER WINNER BY LATE SUBMISSION.**
5. Plaques may be ordered from O.C. Tanner Company, using *Form 23*. Order plaques in written form, either typed or printed and includes the student's name, high school, Chapter and year.
6. Other awards/mementos for students and judges may be ordered from the O.C. Tanner Company brochure. (*Exhibit 54*)
7. The Chapter EWISP chair should notify all member firms as soon as a winner is selected as a member firm may want to consider the winner for employment.

#### **F. May**

1. Make arrangements to present the Chapter winners and sponsoring teachers at an EWI Chapter meeting. Advise winners that their awards will be disbursed directly to the college/university they plan to attend.
2. Chapter notifies all participating schools of local winners and presents EWI scholarship certificates (*Exhibit 33*) to their nominees.

**G. June**

1. Chapter chair notifies local news media of their winner. A Chapter file should be maintained on the media coverage of local competition and winner.

**H. July, August**

1. Final judging to be completed by July 10.
2. The Corporate B/C/DP Director announces the first through third place winners and the five (5) finalists by July 15. The scholarships awarded are:

First place - \$10,000  
Second place - \$6,000  
Third place - \$4,000  
Five (5) finalists - \$2,000 each

3. Travel and hotel arrangements to/from the Leadership Conference & Annual Meeting (LCAM) host city for the first place winner and sponsor will be coordinated with the Corporate Office.

**I. September**

The following expenses for up to three (3) days and three (3) nights will be paid by EWI for the student and sponsor only: hotel, meals (not to exceed \$55 each per day), round-trip coach airfare (most cost effective), transportation to and from the airport in home city and LCAM site, and scheduled tours. Student and sponsor will be responsible for any expenses incurred, other than those previously stated. Companions and/or parents of student and sponsor will be responsible for their own arrangements and expenses and will not be included in any annual meeting/convention or EWISP activities but may attend some of the meal functions at their own expense. **Important Note:** Winning student must have a chaperone with him/her at all times.

The Chapter EWISP chair must submit an itemization of all LCAM expenses incurred by the student and sponsor, indicating any expenses paid for by the Chapter. Itemization and supporting invoices should be sent to the Corporate B/C/DP Director and the Corporate Office for approval and payment.

## **8.0 Summary of Forms and Exhibits referenced in this Chapter**

- Form 12: Chapter Supply Order Form*
- Form 19: Scholarship Program Official Entry Form*
- Form 20: EWISP Program Application (Judging Form)*
- Form 21: EWISP Student Criteria Ranking Form*
- Form 22: Scholarship Program Notification of Chapter Winner*
- Form 23: Scholarship Program Plaque Order Form*
- Form 24: Scholarship Program Enrollment Verification Form*
- Form 29: B/C/DP Projects Participation Form*
- Exhibit 33: EWI Scholarship Certificate*
- Exhibit 35: Tuition Disbursement Letter*
- Exhibit 54: O.C. Tanner Jewelry Selection Form*