

## **F.O.L.K. SCHOLARSHIP POLICIES AND PROCEDURES**

### **Policy**

It is the policy of F.O.L.K. to annually award a scholarship to a student attending the University of Hawaii for the purpose of obtaining a Masters in Library and Information Science degree. The amount of the scholarship will be \$2,000 unless the board adopts a different amount.

**F.O.L.K. Scholarship Committee:** Scholarship committee is three F.O.L.K. members appointed by the President, at least one of whom is a board member. The committee will review applications and award the scholarship. Awards determined from the written information. No personal interviews will be conducted. A scholarship committee member must disqualify self if a relative applies for the scholarship. The scholarship committee chair will notify board members and applicants of the committee's decision by June 2.

### **Criteria for determining scholarship**

- Hawaii State Resident, preference to Hawaii Island resident
- Masters in Library and Information Science candidate at University of Hawaii
- Recommendations, scholarship, activities, and candidate's written statement

### **Application – required information:**

- Completed application form – available on F.O.L.K. website
- Personal letter describing applicant's objectives and reasons for pursuing a library career that would be helpful for the committee award the scholarship.
- Signed Scholarship Policy Statement
- Two letters of recommendation by persons who know applicant and are not related to applicant sent directly to the F.O.L.K. Scholarship Committee.
- Official transcripts of undergraduate work and any graduate work sent directly to F.O.L.K Scholarship Committee.

**Policy statement** – See Friends of the Libraries, Kona “Policy Statement”

**Application deadline** – May 12, 2017

**Publicity:** All scholarship information will be posted on the F.O.L.K. website including the application forms and policy statement. Send F.O.L.K. scholarship information and link to the UH financial aid website and UH Department of Library and Information Sciences. Announce and attach application to F.O.L.K. website, and send press releases to the West Hawaii Today, and other press release outlets.

**Scholarship awarded** by June 2, 2017

**Responsibilities of Awardees:** Provide picture of award recipients for F.O.L.K. publicity. Keep in touch with F.O.L.K. at graduation and when at least first professional position is received. Return entire award within two years after leaving the program if candidate does not graduate within three years. Attend a F.O.L.K. annual meeting if available if possible.