

**How AAUW of Minnesota Branches Can Apply for an
AAUW of Minnesota National Conference for College Women Student Leaders (NCCWSL)
\$500 Scholarship**

Sample documents for branch use are posted on <http://aauwmn.net> under BRANCH/GRANTS AWARDS, NCCWSL Branch Process. These sample documents are for AAUW of Minnesota branch use and can be edited to reflect your specific branch information. Your branch logo can be found on www.aauw.org. Sign in and click on Resources, Images, and AAUW Logos. More information about NCCWSL can be found online: <https://www.nccwsl.org>.

1. What is NCCWSL?
 - a. Make an informational presentation to your branch board to share information about NCCWSL and to request approval to sponsor a local college student to attend NCCWSL. Discuss branch cost and the \$500 scholarship monies available from AAUW of Minnesota, one grant per branch, eleven scholarships available. Discuss need to fund/fundraise, if necessary, for branch contribution (\$350 or amount determined by branch). \$850 covers the basic costs of convention registration, lodging, and plane fare.
 - b. Form a NCCWSL committee of at least 4 members (One member to receive applications, copy and remove names. Three members to choose the scholarship winner after reading blind/no name applications.)
 - c. Make an informational presentation to the branch membership about NCCWSL and announce the board approval to offer a scholarship to a college woman in your community
2. NCCWSL Committee meets to:
 - set an application deadline, possibly January 15. The deadline to submit chosen applicant to AAUW of Minnesota is February 1.
 - create a flyer describing NCCWSL and the application process and prepare press releases and application form (sample documents provided). Post your branch flyer on <http://aauwmn.net> (optional)
 - create an email account to receive inquiries (optional)
 - submit press release to your local newspaper (perhaps 3 times), college newspapers, post flyers around town, church bulletins, Women's Centers, and spread the word!
 - decide which committee member will receive the applications. When applications are received, copies should be made, removing the student's name/address/email. Keep originals.
 - draft a permission form for use of scholarship winner's picture and name in press releases relating to the AAUW branch NCCWSL scholarship (sample documents provided)
3. After application deadline, committee meets to select a scholarship winner. Discuss privacy and confidentiality of applicants. Three committee members read applications, without names, and choose scholarship winner.
4. Send letters to chosen and not-chosen applicants. (sample documents provided)
5. Announce your applicant's name to branch members and in a press release.
6. To receive \$500 scholarship monies from AAUW of Minnesota, email the following —
 - * Scholar's name
 - *A copy of completed NCCWSL registration form
 - *Sponsoring branch informationEmail this information by February 1 to:
AAUW of Minnesota NCCWSL Chair Gail Glashan – gwgashan@gmail.com
7. Upon receiving a completed NCCWSL registration form and flight purchase confirmation from scholarship recipient, the branch can issue a check to the scholar.
8. Share NCCWSL photos and comments received from scholarship winner in a press release following the conference. Include information about your branch and the availability of this scholarship next year. (sample documents provided)
9. Invite applicant to speak at a branch meeting in the future...and to speak at a social studies class at a local high school?—!