

Scholarship Committee

Mission

- To recognize and encourage outstanding students to pursue studies to prepare them for a career in the forensic science profession.

Duties/Responsibilities

- Provide a cover letter to members of the committee in December or January.
- The cover letter will contain instructions on how to apply, the address of the Committee Chair, and a due date of April 1.
- Divide the States and international forensic programs among committee members.
- Have the committee members email cover letters, by a specified date, to each college or university in their assigned states or countries. The school information may be found using on-line lists such as on aafs.org or other resources. The above information should be sent to the Chair or other contact person for the forensic program and to the financial aid office of each college or university.
- The Committee Chair will acknowledge, by email, receipt of all complete applications. All completed applications and recommendation forms, which meet all the requirements, will be posted in a secure forum on the AFTE website, when possible at least 30 days prior to the annual conference. The committee members shall be notified when the applications have been posted.
- The Chair is responsible for communicating with the Treasurer about any funds contributed for that year's scholarships or to the AFTE Scholarship Endowment Fund. In addition, the Chair is responsible for ensuring that non-endowment funds are distributed, in accordance with the recommendations of the committee members, in the same fashion as all other scholarship monies. The Chair, or designated committee member, is also responsible for coordinating with the Treasurer regarding endowment fund donation tracking and arranging for appropriate donor recognition
- Have each committee member review the application packets, and provide the Committee Chair via email their top choices and reason for their selections by a specified date.
- Based on the recommendations of the committee members, the Chair chooses the recipient(s) of the AFTE Scholarship.
- The Committee Chair will notify the AFTE President, in writing, the chosen applicant's name and address. The AFTE President will notify the winner(s) in writing and arrange for the award to be sent along with the letter. The recipient will be requested by the committee chair to submit a photograph and brief biography. The scholarship recipient(s) will be announced at the annual AFTE Conference and the biography and photograph will be posted on the AFTE website.
- The Chair is responsible for proper management and destruction of both of paper and electronic documents containing identifying information of applicants in accordance with AFTE's Policy Letter # 25 Records Management Program, and for instructing the members of the committee to how to comply likewise.