

SOUTH CAROLINA CORRECTIONAL ASSOCIATION  
Standard Operating Procedures

**Procedure:** Chairperson – Scholarship Committee

**Number:** SOP – C13

**Authority:** SCCA By-Laws - Article V, Section 5

**Effective Date:** October 25, 2007

**Revises Previous Date:** February 28, 2003

It shall be the duty of the Scholarship Committee to solicit nominations for South Carolina Correctional Association Scholarships, to screen the applications, and select the recipient(s) who will receive a scholarship award. In addition to nominations from SCCA members, nominations should be solicited from criminal justice professors at colleges, universities and community colleges with consideration to awarding not more than one of the scholarships to a student nominated by his/her professor.

The Chairperson will be responsible for the following duties:

1. Selecting committee members – preferably a variety of representation (i.e., Probation, Pardon and Parole, Juvenile Justice, Alston Wilkes Society, Consolidated Naval Brig, Retirees, SCDC, etc.)
2. Screening applications and verifying applicant eligibility.
3. Scheduling and notifying committee members of meetings as necessary.
4. Notifying the recipients and their respective financial aide office in writing of the award.
5. Presenting Scholarship Award(s) at the Annual SCCA Conference.
6. A written report of activities and accomplishments of the committee for the year should be submitted to the Board of Directors, prior to the annual business meeting. The committee chair should also be prepared to give oral reports to the Board upon request.