



# **WAYNESBORO POLICE FOUNDATION**

## **Waynesboro, Virginia**

### **TIMELINE OF EVENTS FOR THE 2018** **KEVIN QUICK MEMORIAL SCHOLARSHIP PROGRAM**

03/12/18 Call and confirm each school's point of contact person and make sure they know who the Foundation Board's point of contact person is for the scholarship program (Ed Misker)

03/12/18 Foundation Board Members vote on the overall scholarship program proposal (eligibility criteria, announcement letters for the schools and a timeline of events)

03/12/18-3/19/18 Foundation Board Members select judges to grade the essays (Need as many Non-Board Members as possible)

03/19/18-3/20/18 Hand deliver the scholarship announcement packets to the schools and post the information on the Foundation Website.

03/26/18 Call and confirm with each school's point of contact that they do not have any questions.

04/27/18 at 1700hours Deadline for the receipt of all applications.

Collect, organize, and number all of the essays that have been received. Create an index to reference all of the applicants by number so the judges do not know the identity of the person who wrote the essay.

04/30/18 Distribute the essays to the judges for grading.

05/14/18 Judges Selection is reported back to Foundation Board.

05/18/18 Scholarship recipient is contacted and advised that he/she has been awarded the scholarship

06/1/18 Scholarship check is awarded in a "semi-formal" ceremony