

Date	Details	Notes
February 1	Application submission period opens	<i>Coversheet & application attached to this message</i>
March 31	Application submission period closes	
March 31	Partnering organization acknowledge to CWC in writing (email is fine) the \$ amount the organization will donate and the # of students for it to be distributed among	<i>(Please copy Monica, Crystal R., Dawn, and Renee)</i>
April 9	CWC will review applications, select scholarship candidates, and determine dollar distributions	
April 12	Partnering organizations will receive applications from CWC NLT this date	
April 26	Partnering organization notifies CWC in writing the name of your selected award recipient(s) and corresponding \$ amount(s). Organizations may schedule and conduct interviews with students if desired.	<i>Please confirm if you plan to conduct interviews. (Please copy Monica, Crystal R., Dawn, and Renee)</i>
April 26	Partnering organization notifies CWC on which member will attend the program and present the scholarship on their behalf NLT this date	
May 3	Partnering organization's donation check is due to CWC NLT this date.	<i>(Can be given to Renee or mailed to PO Box 132 Horseheads NY 14845)</i>
May 10	CWC will contact scholarship recipients with an award confirmation letter and will request they rsvp their attendance to the award ceremony NLT May 26.	
June 9	CWC Scholarship Program will be held at Elmira College's Cowles Hall on Sunday 6/9 from 3-5pm. (Program is open to all of the organization's chapter members. Please let us know the number of expected attendees by April 26th)	Address: Corner of College Ave & 7 th St. (Parking is in the rear and on side of building)
October 1	Awards recipients are required to provide proof of college enrollment & class registrations	<i>(Partnering organization will be notified if student doesn't provide this info)</i>