CHAPTER/NETWORK LEADER
ACTION ITEMS TIMELINE

Along with the Scholarships Timeline document, this timeline will prepare Scholarship Chairs/Presidents on action items that will be sent out (via email) as we approach the Spring.

Chapters and Networks should still refer to the Scholarships Timeline for due dates, but also keep this timeline handy so that you are aware of when important action items will be emailed to you.

January 2019

No action items will be sent out.

February 2019

Friday, Feb. 1: Scholarship Chairs and Presidents will receive the **Reviewers List** form as an email attachment directly from Stephanie

Tuesday, Feb. 12: Stephanie will send all Scholarship Reviewers **Confidentiality Statements** via email

Wednesday, Feb. 28: Scholarship Reviewers should expect to receive **log-in instructions** for the online portal where they will review scholarship applications. It is encouraged that Reviewers set up their accounts as soon as they receive the instructions so that the Scholarships Department has plenty of time to troubleshoot log-in issues before Reviewers receive their Applicants List.

March 2019

Friday, March 1 (tentative): Chapters/Network Leaders should receive their **Endowment Reports** via email by this date

Friday, March 15: Scholarship Chairs and Presidents will receive their **Applicant List** as an Excel file via email

Friday, March 15: Along with the Applicant List, Scholarship Chairs and Presidents will receive the **Proposed Recipients** form via email

April 2019

No action items will be sent out. Hopefully y'all are using this time to review your applications 😊

May 2019

Monday, May 8: Scholarship Chairs and Presidents will receive their **Scholarship Report** form via email

Summer 2019

Chapter/Network Scholarship Chairs and Presidents will receive an **electronic invitation** to the Scholarships Dinner (in September) via email.

Please reach out to me (stephanie.sandoval@texasexes.org) if you have additional questions.