

Standing Committees (Appointed Positions)

Emmie Mygatt Memorial Scholarship Fund: The Emmie Mygatt Memorial Scholarship committee will formulate guidelines for scholarships; publicize this fund, its purpose and rules for application or nomination; accept applications or nominations for scholarships; choose winners to be awarded scholarships; and present written reports at Executive Board meetings. Monies collected for this fund shall be placed in an interest bearing account maintained by the Treasurer and interest received on the account may be used for scholarship awards.

1. This Fund was started with \$500 left to Wyoming Writers by one of its founders, Emmie Mygatt, before her death in 1977. This fund has been known at times as the Emmie Mygatt Creative Writing Scholarship Fund, the Emmie Scholarship Fund, the Scholarship Fund, etc. It has no connection with the Emmie Mygatt Service Award other than its namesake. This Fund has welcomed donations in remembrance of and/or from members. Emmie asked only that the money be "joyously spent for an unusual opportunity approved by all" rather than just to pay the bills. She also had a voice in the decision to make this a fund to help needy writers attend conference. The Board decided that this would be THE memorial fund of WWI, that it would be named for Emmie, and that the principal and any future donations would remain untouched and only the interest used. The fund continues to grow, and it helps those in need to grow as writers. Emmie's slogan was, "Never stop growing."
2. The Chairperson of the Emmie Mygatt Memorial Scholarship Fund is charged, with the Treasurer, to see that the principal is invested in a safe manner for the highest rate of return, usually a certificate of deposit. Small cash amounts are to be held in passbook savings until the amount is enough to add to the certificate of deposit.
3. Only interest from the fund is used for the annual scholarship, and the Chair of this fund is charged with seeing that the Treasurer removes the interest from the certificate of deposit by conference time and places the interest in the passbook account.
4. The Emmie Mygatt Memorial Scholarship Fund pays the registration fee to the annual conference and a year's membership dues to Wyoming Writers, Inc. for the scholarship winner(s). More than one scholarship may be awarded each year depending upon available funds. Scholarship winner(s) need not be a member of WWI.
5. The Scholarship Chair publishes an article in the February issue of the *WYO-Writer* describing the purpose of the scholarship program, and giving a short bio of Emmie Mygatt's accomplishments as a founding member of Wyoming Writers, Inc., along with the story of her generous financial gift to the organization.
6. In March and April issues of the *WYO-Writer*, the Scholarship Application Form should be published in the *WYO-Writer*. Anyone may nominate another person for a scholarship or an individual may apply for the scholarship on his-her own behalf.
 - The form must have a short explanation of the fund.
 - The form must have a deadline in order for the committee to have time to select the

winners before the annual Conference.

7. The Scholarship Committee, comprised of the Chair and two or more persons, meet in early May to select the winning applicants, using the criteria of the applicant's sincere desire to attend the conference, to write, and to learn the craft of writing.
8. The Chair calls to tell winning applicants they have won, and follows up with confirmation letters. The Chair asks that winners who cannot accept give notification so an alternate can be chosen.
9. During the Saturday luncheon at the Annual Conference, the Scholarship Chair passes the hat for donations. The money collected is counted, the total announced at the Conference, and in the next *WYO-Writer*. The Treasurer deposits the money in the Scholarship savings account.
10. At some point during the year, the Scholarship Chair writes another article for the *WYO-Writer* soliciting donations for the fund. The Chair writes thank-you notes to donors.
11. The Chair will prepare an annual report as required by the Board.
12. The Chair will keep all reports, correspondence, etc. in the Scholarship Awards notebook, to be passed to the subsequent Scholarship Awards Chair.
13. The Chair will keep these guidelines up-to-date, informing the Webmaster of any changes.

Scholarship Chair – Job Description

by Phyllis Dugan, 5/02

The Scholarship Chair is in charge of the Wyoming Writers Emmie Mygatt Scholarships, which are awarded annually to qualified applicants. A scholarship pays the registration fee to the yearly Wyoming Writers, Inc. conference, and also pays a year's membership dues for the winner. More than one scholarship may be awarded each year, depending upon available funds.

The Scholarship Chair publishes an article in the February issue of the WyoWriter newsletter, the official voice of Wyoming Writers, Inc., describing why we have a scholarship program, giving a short bio of Emmie Mygatt's accomplishments as a founding member of Wyoming Writers, along with the story of her generous financial gift to the club.

In March and perhaps also in April, the Scholarship application form should be published in the WyoWriter.

The Chair selects a Scholarship Committee of two or more people, not necessarily Wyoming Writers, Inc. members, to meet in early May to help select the winning applicants, using the criteria of the applicants sincere desire to attend the conference, to write, and to learn the craft of writing.

The Chair calls to tell winning applicants they have won, and follows up with confirmation letters.

The Chair works closely with the Treasurer of Wyoming Writers to keep track of scholarship monies, which come from a CD whose interest rolls over into a special savings account to be used only for the scholarships. The amount of the accumulated interest dictates the number of scholarships available. When a scholarship winner's registration form is received by the Treasurer, the Treasurer transfers the money from the Scholarship Fund into the General Fund.

During the Saturday luncheon of the annual conference, the Scholarship Chair passes "the hat" for donations. It is, after all, a Memorial fund, with donations made in memory of many others, or just freely given. The money collected is counted and the total is announced in the next month's WyoWriter, and also announced at some point, by a club officer, during the remainder of the conference. The money is given to the Treasurer to deposit into the scholarship savings account.

In another month during the rest of the year, the Scholarship Chair writes another article soliciting donations.

The Scholarship Chair job takes perhaps 15 hours a year to perform. It's a fun job; people are so happy when they hear they have won a scholarship and their happiness makes your day.