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## HISTORY OF SCHOLARSHIP PROGRAM

From its inception, leaders of Texas Garden Clubs, Inc. recognized the importance of educating students in the study of horticulture and its many disciplines. It was the dream to create and establish a scholarship endowment which would encourage college and graduate level students majoring in fields allied with our interests.

During the administration of Mrs. Douglas A. Purer (1955-57) the dream came to fruition. Members petitioned the Texas Commission of Higher Education for a curriculum available to students in one of the state-supported schools which would lead to a degree in Landscape Architecture or Horticulture. It was during this period that “the Nellie Day Trigg Scholarship Fund” was started honoring former president, Mrs. Henry B. Trigg (1931-33). Mrs. Trigg was known as the “Perpetual Director.”

The Scholarship Fund, as it **was originally** constituted, was set up in 1958 during the administration of Mrs. David H. Buchanan (1957-59) with the provision that only the interest would be available for cash awards to qualifying students. The “Bess Buchanan Scholarship” was started in honor of Mrs. G. Taylor Buchanan (1951-53), a former National Council Vice President.

The fund continued to grow and in 1965 the “Mary Balham Kittle Scholarship” was established. Mrs. Kittle was President (1963-65) and National Council President (1973-75). The “Florence H. Thomas Scholarship” was established in 1975. Mrs. Thomas of El Paso served on the state level in several capacities.

The Scholarship Fund stood at \$25,000 in 1975 and it was decided to freeze the endowment at this amount in order for TGC to focus donations on other state projects. Knowing the importance of education, many clubs across the state continued to send contributions to the Fund which was officially reopened in 1975.

In honor of Bea Dooley, Hazel Ruska and Ethel W. Spears scholarships were established as the result of a bequest and memorials. One of Bee Dooley’s (president 1971-73) lasting achievements was editing the book *What Every Garden Clubber Should Know*. Long-time TGC member, Hazel Ruska of Houston willed in excess of \$3000 to TGC and District IV which increased the amount in her honor. Ethel W. Spears of Harlingen was a long-time TGC member who served in numerous capacities in District VI and State Level. Upon her death in 1984, her family and friends established a scholarship in her memory.

Endowments have been established to honor Ina Brundrett, Lucy Hendy and Francis Ellis. During the administration of Ina Brundrett (1997-99) a series environmental schools were sponsored. She was instrumental in establishing the Tyler Botanic Gardens at Tyler Junior  
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College. Lucy Hendy won the NCSGC Inc. award of Honor for Texas during the 1993-95 term and is best known for compiling the *Weavers of the Tapestry* while TGC Inc. Historian. Francis Ellis was a state vice president during the 1971-73 term and was Garden Club Woman of the Year in 1976.

To simplify bookkeeping and for enhanced investment purposes, the original honorees were grouped together with all donations going into one fund, which now stands at more than \$80,000. Donors who were later approved have a named scholarship in their honor. Only the interest is apportioned by the Scholarship Committee in accordance with our Bylaws, recommendation of Finance Chairman and approved by the Executive Committee. Each scholarship given bears the name of one of our honorees, which are affixed on a rotating basis so that each is remembered.

## **SCHOLARSHIP CHAIR AND COMMITTEE**

### **From *Texas Garden Clubs, Inc.* Bylaws:**

#### **ARTICLE X. VICE-PRESIDENTS, Section 4.**

Each Vice-President shall be Chair of a designated area of the work of Texas Garden Clubs, Inc. These shall be.....Scholarship....The Vice-Presidents shall chair committees of three (3) or more members except as may be provided elsewhere in these Bylaws.....

#### **ARTICLE XVI. COMMITTEES AND THEIR DUTIES**

##### **Section 1.h.**

- (1)** The Chair of the Scholarship Committee shall be a Vice-President of Texas Garden Clubs, Inc. The Chair shall be responsible for promoting the Scholarship program throughout the State. The Chair shall receive and process all scholarship applications and have them evaluated by qualified judges.
- (2)** The Chair shall submit a report to the Executive Committee at each Fall Convention for Approval and provide copies to the appropriate Chair.
- (3)** The Scholarship Chair shall notify the recipients and their sponsoring Organizations.

#### **ARTICLE XVII, Section 3, Restricted Funds**

##### **b. Scholarship Funds**

- (1)** Donations and bequests for scholarships shall be maintained in these funds, established to further the education of worthy students in the fields of Floriculture, Horticulture, Forestry, Landscape Design, Urban Development, botany, biology, plant pathology, agronomy, environmental concerns, Land and Water Management, Park Management and allied subjects.
- (2)** Only the interest of the several funds shall be used for awarding scholarships each year, the available amount of which shall be determined by the Finance Chair and furnished to the Scholarship Committee.
- (3)** The Scholarship Committee may allocate awards honoring Nellie Day Trigg, Bess Buchanan, Florence H. Thomas, Mary Badham Kittel, Hazel Raska, Ethel W Spears, Bea Dooley (See p.16 –Policy /statement TGC, Inc. XIII Scholarship 3) and subsequent donors approved by the Executive Committee may be awarded. Permanent Endowment Scholarships are the Ina Brundrett, Frances Ellis and Lucy Hendy. The Chair shall present the names and amounts awarded each recipient to the Executive Committee for approval at the Fall Convention each year.

## SCHOLARSHIP PROGRAM AND QUALIFICATIONS

**PURPOSE:** To offer financial aid to students and to promote the study of Horticulture, Floriculture, Landscape Design, Horticulture, Botany, Biology, Plant Pathology, Forestry, Agronomy, Environmental Concerns, Urban Development, Land and Water Management, Park Management and/or allied subjects.

**APPLICATIONS:** Must be typed and on official forms. All documentation must be submitted as requested. **Incomplete applications will not be judged.** Scholarships applied for this year are for next semester.

**SCHOLARSHIPS:** Awarded annually and disbursed from the Student Financial Aid Office of the accredited college or university of the student's choice. In the event of a change in student's major other than those listed above, or if student drops out of school, grant funds are returned to Texas Garden Clubs, Inc. Winners are contacted in the fall after application is made and checks are sent in December. Amount of awards is determined by available funds from interest on Scholarship Endowments and unrestricted donations.

Grants were set up in honor of the following: Nellie Day Trigg, Bess Buchanan, Florence H. Thomas, Mary Badham Kittel, Hazel Raska, Ethel W. Spears and Bea Dooley. Permanent Endowment Scholarships are the Ina Brundrett, Lucy Hendy and Frances Ellis. The two most outstanding applications are forwarded to National Garden Clubs, Inc. in competition for their scholarship awards.

**COMMITTEE AND JUDGES:** State Chair and four other committee members. Awards approved by Executive Committee of Texas Garden Clubs Inc.

**QUALIFICATIONS:** Applicant must be a Texas resident. Advanced student: Junior, Senior or Post-Graduate. Scholastic record shall be 3.25 GPA or above, majoring in one of the fields of study listed above.

**DOCUMENTATION:** Please read application carefully and be sure all requirements are met. Failure to include all information will disqualify. Reference letters may be in sealed envelopes addressed to Scholarship Chair.

**JUDGING:** Decision of judges is based on: 1. Academic Record: 40% 2. Applicant's Letter: 30% 3. Honors/Extra-Curricular/Work Experience: 10% 4. Financial Need: 15% 5. Recommendations: 5%

**APPLICATION AND RE-APPLICATION:** Application blanks may be requested from State Scholarship Chair. Winners and non-winners may reapply providing financial need still exists and other qualifications still apply; however, re-applications should have all new and up-to-date letters and other documentation.

**DEADLINE:** On or before October 1<sup>st</sup> by Certified Mail, Return Receipt Requested to:

## SCHOLARSHIP APPLICATION - PAGE 2

### DOCUMENTATION

**1. EXTRA-CURRICULAR ACTIVITIES:**

List those during High School, College or University. This information should be on separate sheet of paper.

**2. LETTER FROM APPLICANT:**

Discussing goal, background, financial need and personal commitment to chosen career. Not to exceed two pages.

**3. REFERENCES:**

Three letters of recommendation which indicate:

- (A) Scholastic ability (professors, department head, etc.)
- (B) Character
- (C) Work related

**B. and C. may be attested by ministers, student's employer, relative, teacher, civic leader, bank, etc.**

**4. COLLEGE FINANCIAL QUESTIONNAIRE:** Copy attached.

**5. OFFICIAL TRANSCRIPT:**

Complete college record including last grading period, showing overall GPA. For Graduate students, transcript of both graduate and undergraduate work is required.

If no fall semester grades available, include letter from department head stating level of current work.

**6. A PHOTO,** head and shoulders, optional, but required if selected as a National winner.

**7. NAME OF EMPLOYER** (if any) and position held; or business, if self-employed.

**8. SELF-ADDRESSED, STAMPED 9X12 ENVELOPE** for the return of all material to you after Judging is completed. This is a very important requirement.

**9. ALL DOCUMENTATION** must be typed.

**NOTE:** The National Garden Clubs, Inc. also offers thirty-one annual scholarships for \$3500 each. Two from Texas will be considered. If your application is judged to be one of these two you will be sent appropriate forms and instructions to make application. Deadline to State Scholarship Chair is on or before February 1st. The application will then be forwarded for National competition.

## TEXAS GARDEN CLUBS, INC.

### FINANCIAL AID FORM

This form must be completed by the Financial Aid Officer of the college/university involved and the student. It must be signed by both individuals.

This information will be held in strict confidence and made available only to appropriate officials of the college/university and the TGC, Inc. Scholarship Committee. Since actual financial need is one of the determining factors in the awarding of scholarships, it is necessary that *all* of the requested information be supplied.

Use the form to show all **ANTICIPATED RESOURCES** including scholarships, assistantships, educational insurance policies, etc. and **ALL PROJECTED COSTS** involved in attending college for the \_\_\_\_\_ school year must be given. It is not required that **PROJECTED** resources and expenditures balance.

## **DUTIES OF SCHOLARSHIP CHAIR**

### **1. ACTIVITY PRIOR TO BEING INSTALLED**

Following election at the even-numbered Fall Convention, the incumbent Vice-President for Scholarship should provide you with a copy of this manual. Study carefully, to understand your duties and ask for necessary clarification at the “handover” session.

**Scholarship Committee:** Choose your committee and submit names to President-Elect for approval. Committee Members are ratified by the Executive Committee at the first meeting on morning following installation.

Besides the Chair, members should consist of four additional judges from widely spaced areas of TGC, chosen for overall knowledge of rules and regulations of TGC; ability to analyze applications and supportive material, including college transcripts of students. (See 4, below)

Furnish each member with Recap of Texas Garden Clubs, Inc. Scholarship Program and include a judging sheet so they can familiarize themselves with procedures. Besides assisting in the selection of recipients, each committee member should promote scholarship donations in their area as well as to be on lookout for qualified applicants.

### **2. HAND-OVER AT SPRING CONVENTION IN ODD-NUMBERED YEAR FOLLOWING ELECTION. (For Outgoing and Incoming Chair)**

At the last Spring Convention of an administration, the outgoing Scholarship Chair should plan a “hand-over” session with the successor. A session should be set up during Convention to transfer files, answer questions, etc. The Chair will not have sent out letters to universities and colleges in January or February as in even years (see below), and experience has shown that if National makes changes for new administration, you will receive about mid-summer and will have to send out again causing confusion. Therefore, send out your first (odd) year as soon as received. The Chair may make suggestions on improvements.

Contacting Incoming District Directors – As stated above, one of the duties of committee members is to promote scholarship donations in their area and look for qualified applicants. Since so few people cannot adequately canvass the state, enlist aid of District Directors. At the first meeting following installation, provide them with “Recap” information with covering letter enlisting their aid. Include an application form. (If changes are made later, you can advise)

## **Duties, Continued**

### **3. SPRING SEMESTER OF EACH YEAR**

In the files passed on to you will be names and address of colleges and universities giving one or more degrees within our fields of concern – see list in Bylaws under Restricted Funds – e.g., Texas A&M and Texas Tech in several; and Stephen F. Austin in the School of Forestry. Other accredited colleges may have qualifying curriculum, so consult the files.

Since TGC moved the deadline for receiving applications to October 1<sup>st</sup>, promotion through the schools needs to be done during the spring semester. There is hardly time between the date school convenes in the fall and our deadline for applicants to get together required documents. Therefore, the Chair needs to send out a covering letter and forms in **January or February**. Professors have a good idea of students who will qualify, and hopefully, they will encourage them to apply and give them an application. They can then work during summer getting letters, etc.

**Important!** We use the requirements from National, who from time to time revises the application form. When this is the case, call it to attention of school and ask that old copies be destroyed. Otherwise, there are times when we have to ask student to redo a form.

### **4. SETTING UP SCHOLARSHIP MEETING**

Remind President by August that you will need a time slot and place for your committee to meet at October meeting. It must take place prior to the Executive Committee meeting. It may have to coincide with the Trustees or Finance Committee meetings which must also meet. If space is tight, you may have to meet in your room. President will advise time and you can advise your members. Take this into consideration when choosing your committee. If any of your members are also members of one of above, this may complicate matters.

### **5. DEADLINE FOR APPLICATIONS**

Applications are due to Chair postmarked by October 1<sup>st</sup>. Districts that have scholarship programs may forward as well as the applicants direct. Allow a few days for mail-delayed arrivals. Check each application to see all documentation has been sent. While it is the responsibility of the applicant to have sent a completed application on time, we are also interested in helping. At times it may be because persons who were supposed to write letters for them have let the applicant down and are late. If in your judgment the applicant is of high caliber but has overlooked some item, you may wish to make contact if the application can be received in time.

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## Duties, Continued

### 6. AMOUNT OF SCHOLARSHIP FUNDS AVAILABLE

The Finance Chair is instructed to advise the Scholarship Chair no later than October 1st of projected funds available to be given for scholarships. Should this fail to happen, secure this information before the day of committee meeting.

### 7. SCHOLARSHIP COMMITTEE MEETING

**JUDGING** - Before you begin, especially the first year, you may wish to go over the criteria, for a meeting of minds. "Financial Need" may be one point to be interpreted. Degree of need may be influenced by a number of factors. An older student, especially if married, may be completely on his/her own with no family help available except perhaps from a working spouse. Some may be receiving some family funding but number of siblings in family to be educated should be considered even when parents are reasonably well off. Traditionally, those who are trying to help themselves as much as possible are given higher marks than those completely dependent.

Applicant's letter will be revealing as to overall character, goals, and leadership qualities.

**POINT SCORING** – each committee member scores each application. Scores are averaged and top winners selected. NGC Inc. allows Texas, because of its number of members to submit **two** applicants for National competition and these are determined. Applicants deemed worthy of any award are identified. Amount of funds available is then allocated, not necessarily equally. This is done after considering quality and need of applicant.

**DESIGNATE WHICH "NAMED SCHOLARSHIPS" ARE TO BE USED.** Rarely will there be enough funds and/or qualified applicants to use all honoree names in the same year. A rotation chart is kept by the Chairman in the back of the Manual showing names used for each year and amount of awards. In this way, all of the people for whom scholarships are named will be mentioned at least every few years.

### 8. REPORT TO EXECUTIVE COMMITTEE AND GENERAL ASSEMBLY

Scholarship Chair submits names to Executive Committee at that Convention for ratification. The Chair should include name of school and brief resume of each recipient. Remember, **only the Executive Committee approves the recipients. They are announced but not voted on at subsequent meetings. Distribute information sheets on recipients** (See Report and Transmittal Sheets)

## Duties, Continued (Report to Executive Committee, etc.)

In addition to “recommendation for approval” report (see form, Sec.6), a more detailed report should be prepared giving brief resume of each student. The President, LSG Editor and Recording Secretary will want these.

The Chair also prepares a general report on activities of the committee, amount of donations received during the year, etc., and promotion of the Scholarship program. The latter may be deferred until Board of Directors or General Assembly with President’s approval to save repetition. A ruling should be sought as to whether to reveal names of winners at this meeting.

Should there be requested **action**, e.g. a change in policy or some unusual financial expenditure, it must be filtered through the Executive Committee, Board of Directors and Voting Body. Have proposal written out so that President, Recording Secretary and Parliamentarian will have a copy. Send to President before the Convention so she can put it on her agenda.

### **Making out reports to be distributed at Executive Committee:**

It is very important that information on winners be distributed properly at the Fall Meeting. Scholarship recommendations and notification forms are included in this Manual and can be duplicated for distribution to people below:

President	<i>Lone Star Gardener</i> VP
Recording Secretary	Awards Chair (for certificates)
Parliamentarian	Youth VP (for Youth Awards handout)
Historian	Finance VP (to prepare/send checks)

Furnish Finance Chair **two copies** of “Notification of Scholarship Award” for each recipient with pertinent information filled in: Name of Financial Aid Officer, name of University and address; name of student, department enrolled, amount of award, etc. – which is available on applications. One will be sent with check and one for TGC files. Keep copies for your file. See if anyone else requires copies to help process in case procedures change.

Forms may wait to be filled out at Scholarship meeting. However, time may be short before next meeting, or a typewriter not available. Suggestion: Chair will be able to pre-evaluate the applications and have a good idea of which ones will be eligible for an award. Go ahead and fill in all information except for amount of award. If you have more good applications and think grading will be close with possibly not enough money available for all, fill out one for each. If someone has to be left out, that form can be discarded. It will save a lot of trouble at the Convention, and some cannot say later they did not receive!

## Duties, Continued

In your report to Executive Committee **emphasize** the importance of sending the Scholarship checks to the Financial Aid Officer of appropriate University by **December 1**. When students return from Christmas break in early January, their accounts need to show a scholarship has been paid. Universities deal with hundreds of scholarships, and even after it arrives, sometime may elapse before posting.

### 9. NOVEMBER, FOLLOWING FALL CONVENTION

Write each winner a letter of congratulations and amount of award (sending a copy to the head of the department of his/her school). Explain the money will be deposited to their account with the Financial Aid Office for the second semester. Courtesy copy should be sent to appropriate District Scholarship Chair.

To the applicants who did not win, write a letter of appreciation giving a “positive” reason (such as stiff competition); or fact they failed to complete the application, etc., and invite them to apply again.

**Applications to NGC Inc. – Advise the two top winners that they qualify for National competition. Return their applications to them** (they may be able to use same letters of recommendation) along with new application blank and instructions. Ask for any further supportive material required, such as updated transcript, and a picture if they did not attach one with the State application. **Give them a deadline to you, giving yourself sufficient time to get it to National. Suggest they send it certified, return receipt requested.** Courtesy copy should be sent to appropriate District Scholarship Chair.

### 10. OTHER DUTIES AND DEADLINES

#### Donations to the Scholarship Fund

On page 6 of the Awards Brochure, it states: “An Award of Appreciation will be presented to a club contributing \$ 20 or more to the State Scholarship Fund.”

Contributions are to be directed to State Headquarters and the appropriate employee will notify the **State Awards Chair** in order that the Chair can prepare Award of Appreciation certificates (p.5). Request that a copy be sent to you for your files and for your report. Deadline to HQ for donations is February 1st each year.

Should a large gift be received, it would be good public relations for the Scholarship Chair to acknowledge it personally. This would also be appropriate for donations from individuals.

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## Duties, Continued

### 11. SECOND YEAR AND END OF ADMINISTRATION

**Spring Semester Promotion:** As stated in No.3 above, application forms and letters need to be sent out in January or February each year, and you will need to send out before the Spring Convention before you retire. If you can get the information, update your list of college/university contacts. There is probably by now a good file of college/universities offering degrees eligible for our Scholarships. Names of heads of departments or professors may change.

In your **second year, advise them of the incoming Scholarship Chair's name and address.** There is sometimes a problem with scholarship forms if the new incoming **National Chair** decides to make some changes in the form, which she ultimately sends to new TGC Chair. The universities may have copies of the former application form and distribute it to students.

It would seem a practical solution that if the changes are not major, and you receive an application the first year on the old form, to go ahead and honor it. It is not the student's fault. The two top students who go on for National competition has to make out a new application form anyway, and you could send them the new form when you return their application, etc. (see #9, page D-5). If the change(s) were of such magnitude as to affect processing, you may have to write student for additional information needed.

Meanwhile, when you advise the particular universities who had winners, you could enclose new blank forms, explain they have been updated, and to use in future. We want to help students, of course, not throw roadblocks of **our** or National's making.

**Making up cover letter and forms to send out:** After your installation, your predecessor will have sent out forms that spring. After **NGC Inc.** installs for a new administration in May, you will hear from new National Scholarship Chair with forms and explanation of program. Check the forms carefully against the ones previously used. If no changes were made you can use the old forms, but if there are changes new forms (or maybe some pages) will have to be changed.

Possibly to save your successor having to make a new cover page, leave blank at bottom after "State Chair" where incumbent chair's name is to appear. You could either use a rubber stamp with your name, or perhaps "return" stickers you may use on your own correspondence. The incumbent's name also appears at bottom of application form. **Be sure, however, that your name appears on anything you mail out.**

## **ENLISTING COOPERATION FROM THE DISTRICTS**

As stated in Texas Garden Clubs, Inc. Bylaws, Districts adopt the programs and projects of TGC, Inc. The District Directors are consequently beleaguered by requests from State Officers and Chairs for corresponding contacts or chairs in their districts. Sometimes, there aren't enough people to go around, especially in the smaller districts.

At the same time, it is important that the District Directors have an overall picture and working knowledge of State emphases, and it can be helpful for them to have information on file. Therefore, it will be quite in order to provide each District Director with scholarship information and ask that the Director appoint a Scholarship Chair in their District, if possible.

If you would have this information ready, it could be handed out in the first Executive Committee after installation (following morning), and a "pitch" be made at that time. Use the same cover letter and application sent out to universities. Ask the outgoing Scholarship VP to provide you a set to make copies.

The Districts that have a college or university in it that have qualifying degrees for TGC competition should be particularly interested. Also, most of the Districts have scholarship programs of their own. However, Districts may establish their own criteria and not all (or any) of these scholarships may qualify to apply for a State scholarship as well - but they should be apprised just in case.

It is an interesting statistic to know how many scholarships and amounts that are being awarded each year by districts and clubs. Perhaps as the Directors compile their Presidents' reports, they would be willing to pass this information along to you.

Of course, as a state project we are interested in continuing to promote donations to the State Scholarship Endowment. Many clubs who make "contributing projects" donations include Scholarship as one.

Should the District Director furnish you with a Scholarship Chair write to the Chair and send information. Enlist the Chair's help in promoting donations, perhaps at District meetings.