

### Youth Scholarship Procedure

This procedure should be used to administer the CDS-BC / Pinewoods NGI Youth Scholarship. The purpose is to receive a full scholarship to attend a specific Pinewoods Camp session. Sessions run from June through September.

Step	Activity	Responsible
1	Require registrar of each session to keep open the suggested number of slots for potential youth scholarships.	Grants Committee
2	Solicit membership for potential sponsors.	Grants Committee
3	Identify/recruit potential scholarship candidate, verify that candidate is interested and available for session.	Sponsor
4	Complete the Candidate section of the <i>CDS-BC Youth Scholarship Application form</i> for one specific Pinewoods Camp session and submit to sponsor. <b>Note:</b> You may sponsor yourself if you are/become a CDS-BC member.	Candidate (or Sponsor may complete for Candidate)
5	Complete the Sponsor section of the <i>CDS-BC Youth Scholarship Application form</i> (a brief statement of why candidate deserves a full scholarship to camp).	Sponsor
6	Submit the completed application to CDS-BC, Grants Committee: Preferred <a href="mailto:grants@cds-boston.org">grants@cds-boston.org</a> or Erika Roderick 11 Park Ave. Apt. 2R Somerville, Ma 02144	Sponsor
7	Receive, review and approve/deny candidate application.	Grants Committee
8	Notify CDS-BC Board and camp session registrar of status of applicant.	Grants Committee

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9	Notify applicant and sponsor of status.	Grants Committee
10	On receipt of candidate's <i>agreement letter</i> , notify camp session registrar this scholarship slot has been filled (and by whom).	Grants Committee
11	Approximately six weeks prior to camp session, release any unfilled scholarship slots to the camp registrar for use by paying campers.	Grants Committee
12	Assist recipient to ensure all needed pre-camp paperwork is completed – <i>CDS-BC session registration form</i> , camper preferences, <i>agreement letter</i> returned, <i>parent/guardian forms</i> , etc.	Sponsor
13	Identify camp mentor (in communication with registrar) and inform Grants Committee.	Sponsor
14	Ensure recipient has transportation to camp.	Sponsor
15	Attend and participate in Pinewoods Camp session.	Recipient
16	Welcome and guide the recipient at camp, make introductions and/ or answers questions as needed, take an interest in recipient's full participation in camp activities.	Mentor
17	Complete the <i>Recipient Evaluation</i> and summary of the time spent at came and and send to CDS-BC/Grants Committee: <a href="mailto:grants@cds-boston.org">grants@cds-boston.org</a>	Recipient
18	Ensure that recipient has completed the entire <i>Recipient Evaluation</i> including the written description for publication.	Sponsor
19	Receive and publish recipient's written description of camp session experience. Send copy to CDS-BC Board.	Grants Committee

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20	Submit a scholarship program report and summary of <i>Recipient Evaluation</i> forms to the CDS-Board.	Grants Committee
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