

## **Georgia Council of Court Administrators Scholarship Protocol**

The Georgia Council of Court Administrators (GCCA) shall make available up to two scholarships per year, which shall provide tuition and room reimbursement for attendance at GCCA seminars. The maximum room and/or tuition reimbursement shall be \$500.00, per scholarship.

The scholarship shall be presented on a one time personal basis. A maximum of one scholarship per meeting and two scholarships per year may be awarded. However, the committee may choose not to award a scholarship for a particular meeting or year. Any tax consequences shall be the responsibility of the recipient.

Diversity in the awarding of the scholarship shall be a goal of the committee, diversity as to court, area or region of the state, race, sex, and religion. Scholarships shall be awarded upon proper application to the Scholarship Committee. The Scholarship Committee shall consist of the officers of the GCCA, with the treasurer acting as chair. A quorum shall consist of 4 officers. A vote of 3 members of the committee is required to award a scholarship.

The scholarship shall be advertised in the GCCA Newsletter, on the council's web site, announced at meetings and in such other ways as the Scholarship Committee may deem appropriate.

The committee shall consider the following criteria in determining if any scholarships are to be awarded and to whom such scholarships are to be awarded.

- 1) Full Membership in GCCA in good standing ( a prerequisite for applying);
- 2) Amount of court funding available for the applicant's attendance at the Annual Meeting;
- 3) The amount of court funding expended on other educational programs for the applicant since the last Annual Meeting of the GCCA;
- 4) The number of employees in the applicants office who will attend the GCCA annual or semi-annual meetings with court funding.
- 5) The nature of the applicant's position;
- 6) The location of the applicant's court;
- 7) Whether any employee in the applicant's court has previously received a scholarship award.