



## Scholarship Check Request Form

**Within 30-days of Scholarship closing date the Scholarship Director will:**

1. Complete **Scholarship Check Request Form**; list details for each scholarship recipient
2. Submit winning **student applications** & completed **Scholarship Check Request Form** to Inc.: [nicole.crawford@newh.org](mailto:nicole.crawford@newh.org) (application only; no attachments-transcript, essay, etc.)

**NEWH will:**

1. Enter students into database
2. Email students' details about NEWH membership
3. Mail chapter scholarship award certificates for awards event; size 8.5 x 11 in case chapter wishes to purchase frames
4. Send Scholarship Check Requests & letters to chapter Treasurer to process + mail checks; if NEWH holds the chapter checkbook checks are mailed directly from Inc. to students college.

<b>Chapter Name:</b>	
<b>*Scholarship Director-Signature</b>	
<b>*President-Signature:</b>	

*\*Two signatures are required to authorize checks*

<b>Mail scholarship certificates to:</b> (Scholarship Director mailing address)	
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<b>Student Name:</b>	
Scholarship Amount:	
Scholarship Name (if applicable): Vendor Sponsored, In Memory of	

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Submit with winning student applications to: [nicole.crawford@newh.org](mailto:nicole.crawford@newh.org)

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