



WeGO - Weaving Guilds of Oregon, Inc

POLICIES AND PROCEDURES FOR WeGO SCHOLARSHIPS

Scholarships

1. Four scholarships will be given each year to the member guilds. Selection of scholarship winners will occur at the Fall WeGO, Inc. meeting each year.
2. The scholarships are solely for educational purposes. They may be used for fiber-related classes, workshops or conferences, such as those the Association of Northwest Weaving Guilds or the Handweavers Guild of America's Convergence.
3. Each recipient guild may decide how the awarded funds are to be dispersed, as long as the scholarship criteria are followed. Scholarships may be awarded to individuals to attend workshops or conferences. The recipient guild may also use the scholarship funds to obtain an instructor for a guild program. The guild will then be required to present a report to WeGO, Inc. as described in Item #5, below, of these Policies and Procedures. Travel expenses, purchases of equipment, fibers, books or other similar uses will not be allowed. Disallowed uses of scholarship funds can result in a request of the recipient to return the funds to WeGO, Inc.
4. If the funds are not used by the end of the next calendar year following the Fall WeGO, Inc. general meeting in which they were awarded, the funds will remain with WeGO, Inc. and will not be disbursed to the selected guild.

Procedures

1. Selection of scholarship winners will be done by putting the names of WeGO, Inc. member guilds into a "hat" and drawing a guild name for each award. The name of an alternate guild will also be drawn. Each guild thus drawn must notify the WeGO Inc vice president of the intended use of the award by December 31st of the same year as the Fall drawing. The plan must be approved by the WeGO Vice-president. If no such notification is received by the deadline, the alternate guild is notified and must send their intended plans for use of the award to the WeGO vice president by the next January 31st.
2. If a guild is chosen (alternate guilds are not affected), that guild will not be eligible for the scholarship drawing again until every other guild receives a scholarship.
3. The recipients of the scholarships must indicate in writing* to the WeGO, Inc. Vice President how the money was spent before the funds are sent to them. Monies will be reimbursed only

after the guild(s) reports to the WeGO Vice-President upon the completion of the event for which the funds were awarded, and reports are given to the WEGO general meeting.

4. The WeGO, Inc. Vice President will review the fund request for compliance with WeGO, Inc. policies. If the request is in compliance, the Vice President will request the Treasurer to disburse the funds. If the request is not in compliance, the Vice President will bring the matter before the WeGO, Inc. executive committee for their agreement. If the executive committee agrees with the Vice President, it will direct the Vice President to notify the recipient guild of their non-compliance. If the executive committee cannot agree on non-compliance, a majority vote will be taken and the Vice President will be directed to act in accordance with the vote.
5. The WeGO, Inc. Vice President will instruct the recipient in writing* about deadlines and her/his responsibilities. Responsibilities include reporting to WeGO, Inc. membership and the executive board on how the funds were used. The report must be in writing* and must be sent to the WeGO, Inc. Vice President. The recipient is also invited to appear at the next WeGO, Inc. general meeting to present the report in person. The report will be sent to the WeGO, Inc. newsletter editor to be published.

*Writing can be done via paper copy or electronic format such as email.

Adopted by WeGO, Inc. Oct 11, 2008 General Meeting

Amended Jan 21, 2010 Executive Committee meeting

Amended May 1, 2015