**Madelyn Grace Shoales “Trainer Maddy”**

**Memorial Scholarship Fund for Athletic Training**

**Review Committee Minutes**

*Meeting date and place*

Members present: *list names*

Non-members present: *list names (if any)*

**Review Committee**

A Review Committee member may receive confidential and/or personal information from submitted grant applications.  The member is obligated to keep such information confidential. The member may not discuss such information with non-members.

If a family member of the Review Committee submits an application to this Fund, that Committee member will recuse themselves from the discussion/vote of the (potential) recipients. The following defines a family member in terms of this conflict of interest:

i). spouse;

ii). a child, grandchild, parent, grandparent, sibling, uncle or aunt, nephew or niece, or the spouse of any such person; and

iii). a related or non-related, unmarried adult who resides in the same household as the committee or board member and with whom the individual is financially interdependent as evidenced, for example, by the maintenance of a joint bank account, mortgage, or investments.

**Criteria**

Review of scholarship recipients will be based on the criteria as outlined on the application form.

**Recommended rank order of applications received:**

*List rank order – 1 through number of applications and list number of scholarships to be awarded.*