

PSA GREENHOOD SCHOLARSHIP (GS) COMMITTEE MASTER OPERATING MANUAL (MOM)

September 2019

- 1. General.** This Operating Manual describes the governance, committee member qualifications, appointments and terms of office, the purposes of the GS Committee, the roles and duties of the Committee Chairperson and members, summary of scholarship operations, and reporting requirements.
- 2. Statement of Purposes.** The purpose of the GS Committee is to promote and operate Photographic Society of America's (PSA) Scholarships program. Scholarships are to benefit photography students in accredited photography programs or similar programs and to help with tuition and other program costs. Scholarships can include fellowships, internships, prizes and awards, or funding for research or development of education in photographic subjects.
- 3. Governance.** PSA is governed by a Board of Directors (Board). The President of PSA appoints members to the GS Committee. The GS Committee Chairperson reports to the Image Collections Vice President, who oversees the Committee's operations.
- 4. Desired Qualifications.** Desired qualifications for members of the GS Committee include PSA membership (required), interest and/or background in education such as in photography and the arts or other educational purposes, willingness to give time to committee work including review of scholarship applications, awarding of scholarships, arranging presentations and portfolio displays, and willingness to take a turn as Chairperson of the Committee.
- 5. Committee Membership Terms.** The GS Committee has a rotating membership, consisting of four (4) members and a Chairperson, each of whom is appointed for a five (5) year term. When a member reaches the fifth year, he/she becomes the Chairperson, the current Chairperson steps off the Committee, and a new person is appointed to the Committee. If a member resigns or is unable to continue or is removed by the President, the President appoints a person to fill the unexpired term, or, on recommendation of the Chairperson, the new appointee is placed in position number five (5), and each of the other members moves up one (1) position.
- 6. Budget.** The annual budget for the coming year is prepared by the GS Committee Chair and submitted to the Image Collection Vice President who submits this to PSA Headquarters and the PSA Treasurer when the PSA Office Manager requests the budget. The budget request should consider the number and amount of scholarship awards, and, for each recipient, free Festival registration, complimentary Festival hotel room for two (2) nights, and a one-year (1) digital PSA membership. Currently there will be four (4) students awarded Scholarships. Each Scholarship will be for \$2,500 plus an additional 5% service fee for the administration of the Scholarship by the UCO

Foundation. PSA shall pay upon written request of UCO Foundation for the Scholarships in January.

7. **Procedures for Processing Awards.** The procedure for processing awards will be handled by the UCO Foundation with which the GS Committee will work. Advertisement of scholarships should include “Photographic Society of America” and its logo will be encouraged to identify PSA for potential awardees. Awards should, if at all possible, be awarded in some form of ceremony which provides publicity for PSA and the University of Central Oklahoma, and which will be meaningful to the awardees.
8. **Requirements for the Recipients.** The candidates must be in their Junior or Senior year at UCO and be enrolled in the Photographic Arts Department. The application must include signed author and model releases as appropriate, which will allow the *PSA Journal* and the PSA website to publish and post images from the recipient’s application portfolio for the purpose of announcing the scholarship awards. The images in the applicant’s portfolio should be titled. In accepting the scholarship award, the recipient agrees to prepare a portfolio of ten (10) new print images for display at the next PSA Festival. PSA will retain the Festival prints for educational and archival purposes documenting the work of the PSA scholarship program.
9. **Semi-Annual Reports.** Reports are due from the GS Chairperson to the Image Collections VP by end-April for presentation to the PSA Board at the annual PSA Festival. This report serves two purposes: informing the Board of the Committee’s status in fulfilling its mission; and providing a summary of the Committee’s activity for the President to present to the members present at the annual Festival. A special report may be required in May, if requested by the Treasurer, for use in the CPA audits. Also, the Chairperson provides a report to the Image Collections VP before the Spring of each year, which would include an expense and award budget request and would provide a status of the work since the last annual Festival reports.
10. **Specific procedures For the University of Central Oklahoma.** The GS Committee in collaboration with the University of Central Oklahoma Foundation advertises the scholarship to its students and receives the applications. The UCO Foundation culls the applications to select the top ten outstanding students, whose application files and portfolios (six images sent on a compact disc, thumb drive or via email) are then forwarded to the PSA GS Committee for the selection of the scholarship recipients. The UCO Foundation also announces the results of the competition through the participating departments. The PSA GS Committee Chairperson writes to the UCO Foundation who in turn will then notify the applicants, notifying them of their selection for a PSA scholarship and a one-year PSA membership. The scholarship funds are transferred from PSA directly to the UCO Foundation. The PSA GS Committee may arrange for presentations by PSA members to the awardees if at all possible and provides a summary of events in the *PSA Journal*.

11. Timeline for GS Committee activities.

NOVEMBER – PRIOR TO SCHOLARSHIP YEAR

- a. Organize for the upcoming year
- b. Review scholarship agreement and application for any changes; forward agreement and application to the ICVP, who will forward a motion to the PSA Secretary for the Executive Board's review and approval if required.
- c. Communicate with the UCO Foundation regarding plans & expectations.
- d. Inform ICVP of any updates or changes to be made to the Greenhood MOM.

JANUARY

- a. Chair of GSG Committee requests an invoice for the full amount (4 awards x \$2500) each (total \$10,000, plus a 5% administrative fee) payable to the University of Central Oklahoma Foundation from the Major Gifts Officer for the College of Liberal Arts to be sent to Headquarters office via email to hq@psa-photo.org for payment. All payments are approved by the PSA Treasurer.
- b. The University of Central Oklahoma Foundation awards four (4) \$2,500 scholarships to the individual students that PSA GSGC chair announced as awardee.
- c. Awards are transferred to the University of Oklahoma Foundation which pays the tuition prior to the beginning of school year.
- d. The UCO Foundation acknowledges receipt of the check by sending to PSA a letter of thanks and their tax credit information for PSA to use.

FEBRUARY

- a. Deadline for Student portfolio submissions typically February 3rd.
- b. The UCO Leadership will provide the 10 acceptable applicants to the Greenhood Scholarship Committee.

MARCH

- a. PSA GSC Deadline for selecting Greenhood Scholarship winners.

SPRING

- a. GS Committee Chair prepares Greenhood Scholarship budget and submits the budget to the PSA Treasurer in the Spring (Actual date varies each year).
- b. Submit budget request and activity report to ICVP and Treasurer.

APRIL

- a. GSC Chair notifies the UCO Foundation of the selections.
- b. Scholarship recipients will be notified by UCO Foundation and UCO also notifies the other applicants by letter and thanks them for their participation.
- c. GSC Chair notifies PSA Headquarters and ICVP regarding scholarship award recipients and provides information necessary for one-year digital memberships.
- d. GSC Chair sends congratulation letters to scholarship recipients.
- e. Chairperson of the GSGC notifies the PSA webmaster of scholarship awards and recipients.

AFTER END APRIL (asap)

- a. Faculty notifies students and students prepare applications to be forwarded to UCO Foundation.
- b. Contact and remind current scholarship recipients of their obligation to provide a print portfolio of ten (10) prints by the date PSA headquarters requests. Contact PSA Headquarters for submission date deadlines, which may vary yearly.
- c. Notify the Festival Committee Chair and PSA Headquarters of any scholarship recipients attending the PSA Festival for room reservations and Festival registration; provide necessary information on the recipients for inclusion in the Festival program and Festival opening ceremony.
- d. PSA representatives may be requested to attend the annual awards luncheon or other appropriate awards program at the UCO.
- e. Receive the portfolios from current year awardees from UCO to display at the annual PSA Festival by a date that PSA Headquarters staff request. The GSG Committee prepares the print portfolios for Exhibition at the Annual PSA Festival.
- f. Annual Report on the status and activities of the GSG Committee is prepared by the Chair and submitted to the ICVP no later than six weeks prior to the PSA Festival Board meeting.

FESTIVAL

- a. Report of the Greenhood Scholarships Committee is presented to attendees at the Festival Annual Meeting/Opening Ceremony.
- b. Exhibition of prints are presented of the current year's awardees' portfolios at the PSA Festival.
- c. If there are awardees in attendance, arrange to have photos taken in the Print Gallery with the portfolio for the PSA website and for record keeping purposes.

AFTER FESTIVAL

- a. Receive pictures from current award presentations and forward them to the PSA webmaster. Images are sent to the webmaster as soon as they are available.
- b. Prepare article for submission to the PSA Journal, checking with the PSA Journal Editor for submission deadline and best time. Arrange for PSA Headquarters to forward four (4) copies to the recipients once published.

SCHOLARSHIP RECIPIENTS LIST BY YEARS (Appendix A)**PSA GREENHOOD SCHOLARSHIPS COMMITTEE ROSTER (Appendix B)****PSA GREENHOOD SCHOLARSHIPS CALENDAR (Appendix C)****CONTACTS (Appendix D)****WEIGHTED SCORING AND RANKING SHEETS (Appendix E)**

SCHOLARSHIP RECIPIENTS LIST BY YEARS - APPENDIX A

2009 **School Year 2009-2010**

Sarah Miller	Art Institute of Houston
Mallory Olenius	Art Institute of Colorado, Denver
Mia Shimabuku	Brooks Institute of Photography

2010 **School Year 2010-2011**

Jennifer Coundron	Art Institute of Colorado
Todd Jacobsen	Art Institute of Salt Lake City
John McDonald	Art Institute of Atlanta
Kayla Peterson	Art Institute International Minnesota

2011 **School Year 2011-2012**

Eugene (Gene) Devine	Art Institute of Phoenix
Abby Kraftowitz	Art Institute of Pittsburgh
Allison Phelps	Art Institute of Washington DC
Kristen Van-Zant	Art Institute of Jacksonville

2012 **School Year 2012–2013**

Anna Liza Dela Cruz	Art Institute of Pittsburgh
Chad Kelley	Art Institute of Atlanta
Milagros Melendez	Art Institutes International Minnesota
Grant Puckett	Art Institutes International – Kansas City

2013 **School year 2013 – 2014**

Aaron Alvarez-Mendoza	Art Institute of California, Silicon Valley
Erica Weierick	Art Institute of Pittsburgh
Lauren Burleson	Art Institute of Portland
Zach Reiniger	Art Institute of Las Vegas

2014 **School year 2014 – 2015**

Jon Colbert	Art Institute of Ohio, Cincinnati
Lauren Martin	Art Institute of Houston
Michael Perry	Art Institute of Dallas
Daniel Yonkin	Art Institute of Dallas

2015 School year 2015-2016

Jessica Sanchez	Art Institute of Tinley Park, IL
Mindy Sustek	Art Institute of Tinley Park, IL
Sam Evans	Art Institute of Tinley Park, IL
Ashley Roofner	Art Institute of Pittsburgh, PA

2016 School year 2016-2017

Nicole Duzanica	Art Institute of Denver, CO
Melissa Adame	Art Institute of Dallas, TX
Mathew McGraw	Art Institute of Phoenix, AZ
Meghan Halvorson	Art Institute of Sacramento, CA

2017 School year 2017-2018

Stephanie Barber	The Art Institute of Denver, CO
Tamy Hodges	The Art Institute of Phoenix, AZ
LaShonda Bender-Ruffin	The Art Institute of Dallas, TX
Timperis Robertson	The Art Institute of Atlanta, GA

NOTE - Transition to Calendar year Scholarships (No longer School year):

2018

Cody Laub	The Art Institute of Tampa
Kelsie Crossley	The Art Institute of Tampa
Sterling Mills	The Art Institute of Tampa
Emmanda 'Emmy Lee' Potter	University of Central Oklahoma

2019

Bridget Brashears	University of Central Oklahoma
Janessa Egler	University of Central Oklahoma
Tanner Laws	University of Central Oklahoma
Jessica Morgan	University of Central Oklahoma

PSA GREENHOOD SCHOLARSHIPS COMMITTEE ROSTER (Appendix B)

September to September

<u>YEAR</u>	<u>NAME</u>	<u>COMMITTEE TERM ENDS</u>
2009-2010	Dana Vannoy, APSA, PPSA, Chair	2010
	Kathleen Z. Braun, APSA	2011
	Signe Emmerich	2012
	David Kennedy	2013
	Valery Bates	2014
	<i>John Davis, APSA, PPSA</i>	<i>Executive VP Advisor</i>
2010-2011	Kathleen Z. Braun, APSA, Chair	2011
	Signe Emmerich	2012 (acting Chair)
	David Kennedy	2013 (resigned 2-2011)
	Valery Bates	2014
	John Baltz	2015
	<i>John Davis, APSA, PPSA</i>	<i>Executive VP Advisor</i>
2011-2012	Signe Emmerich, Chair	2012
	Dana Cohoon	2013 (replaced David Kennedy)
	Valery Bates	2014
	John Baltz	2015
	Victoria (Viki) Gaul	2016
	<i>Charlie Burke, APSA, PPSA</i>	<i>Executive VP Advisor</i>
2012-2013	Dana Cohoon, Chair	2013
	Valery Bates	2014
	John Balz	2015
	Victoria (Viki) Gaul	2016
	Antoinette Gombeda	2017
	<i>Charlie Burke, APSA, PPSA</i>	<i>Executive VP Advisor</i>
2013-2014	Valery Bates, Chair	2014
	John Baltz	2015 (resigned)
	Vickie Gaul	2016
	Antoinette Gombeda, APSA	2017
	Gosia Bodurka	2018

2014-2015	Valery Bates, Chair	2014
	Vickie Gaul	2016
	Antoinette Gombeda, APSA	2017
	Gosia Bodurka	2018
	Carol McCreary, APSA, EPSA	2019
2015-2016	Antoinette Gombeda, APSA	2017
	Gosia Bodurka, Chair	2018
	Carol McCreary, APSA, EPSA	2019
	Elyse Brunt	2020
	Marie Kane, APSP	2021
2016-2017	Antoinette Gombeda, APSA	2017
	Gosia Bodurka, Chair	2018
	Carol McCreary, APSA, EPSA	2019
	Elyse Brunt	2020
	Marie Kane, APSP	2021
2017-2018	Gosia Bodurka	2018
	Elyse Brunt	2020
	Marie Kane, APSA, Chair	2021
	Sharon Prislipsky	2022
2018-2019	Cherie St. Pierre	2023
	Rona Lee Schwarz	2019
	Elyse Brunt	2020
	Ruth Sprain	2021
	Sharon Prislipsky, Chair	2021
2019-2020	Sharon Prislipsky, Chair	2021
	Elyse Brunt	2020
	Ruth Sprain	2021
	Ginny Salus	2024
	Cherie St. Pierre	2023

PSA GREENHOOD SCHOLARSHIPS CALENDAR (Appendix C)

NOTE: The Greenhood Scholarship calendar of events and operations are flexible; however, every effort should be made to complete the entire process between **1st December and April 30th**, giving ample time for portfolio's to be displayed at the PSA annual Festival in the same

calendar year. The timeline may be changed as governed by the desires of the Board, PSA headquarters and University of Central Oklahoma (UCO).

Initially, the annual budget is determined and approved in early spring for the following year, as determined by the PSA Treasurer. Expenses and scholarship fund requests are made at that time.

ALL dates below are variable due to yearly calendar changes and PSA/UCO requirements:

December/January – UCO / MCOM advertises the Greenhood Scholarship and provides details to students through a targeted email blast to photography majors, announcements in photography courses, social media and printed posters displayed in the COM building.

February 3rd – DEADLINE for students to submit applications and required images.

February 4th – The UCO Associate Professor of Photographic Arts submits applications and required images to a Dropbox shared with PSA as soon as possible after the February 3rd deadline.

March 23rd – PSA GSC Deadline for selecting Greenhood Scholarship winners.

April 1st – April 15th – UCO is responsible and announces scholarship recipients chosen by the GSC to be consistent with UCO scholarship Announcements. Recipients are awarded a PSA digital membership for one year when they receive the scholarship.

After end April – Each recipient is expected to provide a portfolio of ten (10) images from the school year for showing at the next PSA Annual Festival. UCO will make sure the student portfolios are available and delivered to PSA Headquarters on a **date set by PSA**, but no later than will be required to ensure display at the Festival.

UCO Greenhood Scholarship Contacts (APPENDIX D)

UCO Manager, Development (405) 974-3776.

UCO Associate Professor of Photographic Arts (405) 974-5174

College of Liberal Arts Contacts:

- UCO Dean, (405) 974-2602
- UCO Associate Dean (405) 974-5451
- UCO Coordinator Development (405) 974-2522

Revised: September 2019

Greenhood Scholarship Weighted Scoring and Ranking Sheets (APPENDIX E)

Samples:

Candidate Name:	Example	[name]	[name]	[name]	[name]	[name]
Images 50%						
Variety of Subjects Score 1-10	5					
Originality Score 1-10	4					
Interest Score 1-10	8					
Composition Score 1-10	6					
Creativity Score 1-10	8					
Essay 30%						
Essay Score 1-30	25					
Transcript 10%						
Transcript Score 1-10	6					
Faculty Recommendation 10%						
Faculty Recommendation Score 1-10	9					
TOTALS	71	0	0	0	0	0

Committee Members	Prislipsky	Brunt	Sprain	Salus	St. Pierre	TOTAL	RANK
	Rank 1-10	Rank 1-10	Rank 1-10	Rank 1-10	Rank 1-10		
Student Names							
Example 1	7	6	1	3	1	18	1
Example 2	9	10	8	10	9	46	3
Example 3	8	9	6	7	5	35	2
[name]							#N/A
[name]							#N/A
[name]							#N/A
[name]							#N/A
[name]							#N/A
[name]							#N/A
[name]							#N/A
NOTES:	First Draft - Re Rank when completed please.						