

**MONTHLY COMMITTEE and/or LIAISON REPORT**

**COMMITTEE OR LIAISON:** Scholarship Committee

**DATE & LOCATION OF MEETING:** January 22, 2015 at 2 p.m. in Peabody 219

**ATTENDANCE:** Senator Bennett, Past-President Livingston, Secretary Millican (a), Senator Nunes (a), Administrative Coordinator Milton; Senator Saucier

**PRESENTATION:**

1. **Update on awarding of Spring Fee Support scholarships:** Past-President Livingston has already reached out to scholarship contact in Student Aid & Scholarships. Awarding cannot happen until after the 14<sup>th</sup> class day (February 3) so she will reach out again close to that date. Goal is to honor recipients at March meeting (February would be too soon after awarding if it goes that quickly).
2. **Review and debrief of December 2014 Candy Grams and Decorating Contest:** Committee discussed challenges and successes to both programs to advise next year's planning.
  - a. Decorating Contest:
    - i. Maintain 2 days of judging if entries are close to 2014 numbers (22)
    - ii. Don't tell entrants when group will be by to judge
    - iii. Communicate to entrants one deadline for decorations to be ready (i.e. noon on one day). Currently we do not do this
    - iv. A fun, universal, catchy theme is key!
    - v. Develop clear criteria and score sheets/rubric for judges
    - vi. Evaluate categories—are four necessary?
  - b. Candy Grams:
    - i. For our first attempt, it was very successful!
    - ii. Student candy grams only totaled 16—may not be worth it to include with faculty/staff order form. Instead, examine pre-making candy grams (they would be blank) and selling at a table sit.
    - iii. Continue Senators delivering candy grams. Very, very helpful!
    - iv. Continue two chocolate and one fruit (which was also gluten free) option. Candy canes debatable.
    - v. Consider personalized messages. Easy to accomplish with a mail merge or to attach to orders, but needs to be done electronically.
    - vi. Marketing needs to be completed a little bit earlier, consider Staff Senate marketing committee to take on developing the marketing
    - vii. When it comes time for assembly, give more time to complete and do lots of preparation ahead of time
    - viii. There were some office location problems—no easy solution, the LSU directory isn't always the best source
    - ix. \$2 is a good price for the product
    - x. Gifting some candy grams to administration and Senators was a good idea

3. **Action steps for this semester:** make sure awarding of Fee Support Scholarships is timely and do another round of Candy Grams. Current thought is to focus on a St. Patrick's Day sale for staff and faculty (no students). Candy choices could include: spearmint discs, Andes candies and one more item with green in it. Will need to research at nearby businesses (not online). Items could be wrapped in green cellophane and secured with green Mardi Gras beads.

Tentative timeline for St. Patrick's Day sale:

- Finalize details on February 19 (next meeting)
- Market from February 23- March 6
- Settle up records and make purchases March 9-11
- Assembly on March 12 and 13
- Delivery on or by March 17

For students, goal is to provide an option for Student Employee Appreciation week in April. Senator Bennett is going to reach out to a contact in Student Aid & Scholarships who regularly communicates with supervisors to see if the committee can obtain a list of all supervisors. This would be who we market to. Target would be for an item to be delivered one day during the appreciation week.

*Post-meeting updates: possibility to shift March fundraiser to April for Easter. Also, idea was brought to the committee to use Administrative Professionals Day (April 22) as a possible event for candy grams*

4. **Selection of new chairpersons:** beginning in March, Senators Bennett and Saucier will become co-chairpersons for the Scholarship Committee

**Next meeting:** February 19 at 2pm in Peabody 219

**Submitted By:** Past-President Lynn Livingston