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**Meeting Date:** November 4, 2024

**Subject:** 2025 CQC Scholarship Application for Toppenish High School Students

**Attachments:**

1. Flyer
2. News Release
3. Scholarship application
4. CQC guidelines and timeline
5. Social media Post

**Presented by:** Mayor Elpidia Saavedra

**Approved for Agenda by:** Dan Ford, City Manager

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**Discussion :**

**2025 CQC Scholarship Application for Toppenish High School Students**

**Select Nomination Committee members**

1. The committee will consist of Mayor, Mayor Pro Tem, and 1 council member.
2. Select nominations committee council member on 11/4/2024.
3. Post CQC Scholarship application on City's website and social media, distribute flyers (high school and college counselors) 11/5/2024.

**Scholarship Application Process**

4. Open scholarship application to Toppenish High School students on 11/5/2024.
5. Scholarship application must include a letter of recommendation from a non-relative.
6. The application deadline for students is December 13, 2024 (11:59pm).
7. Review applications from December 16-17<sup>th</sup>.
8. Select 3 applicants on 12/31/24 (Date agreed on by nomination committee)
9. Invite the 3 nominated candidates to the Study session meeting January 6<sup>th</sup>, 2025
10. Select 1 of the nominated candidates 1/6/2025.
11. Create letter of support for the nominated student.
12. City Nominations are due to the Center for Quality communities by 1/27/2025.
13. Upload application, student's letter of recommendation and city letter of support on the website: [2025 AWC CQC Scholarship nomination form](#)
14. Spring 2025- Scholarship recipients announced.

15. Nominee will receive a stipend to attend the AWC Annual Conference.

16. June 26, 2025 CQC luncheon at AWC Annual Conference in Kennewick WA.

**Website Link:** [Scholarships](#)

**Fiscal Impact:** None

**Recommendation:** Select Committee members.

Nomination committee will need to pick a date to select candidates, and send notices to each candidate. Send specific instructions to nominee on what they will be expected to do at the study session.

**Alternatives:** 1) Do not adopt. 2) Forward to Study Session for further review.