

AMIA

ASSOCIATION OF MOVING IMAGE ARCHIVISTS

AMIA SCHOLARSHIP PROGRAM

MANUAL

The CFI Sid Solow Scholarship
The Mary Pickford Scholarship
The Rick Chace Foundation Scholarship
The Sony Pictures Scholarship
The Universal Studios Scholarship

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AMIA SCHOLARSHIP PROGRAM

Manual

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The AMIA Scholarship Program

Section I: Introduction

The AMIA Scholarship Program consists of five annual financial awards presented on behalf of leading foundations and companies in the field:

- *Mary Pickford Scholarship* – supported by the Mary Pickford Foundation; established in 1997.
- *Sony Pictures Scholarship* – supported by Sony Pictures Entertainment; established in 1998.
- *CFI Sid Solow Scholarship* – supported by Consolidated Film Industries; established in 1999.
- *Rick Chace Foundation Scholarship* – supported by the Rick Chace Foundation; established in 2002.
- *Universal Studios Scholarship* – supported by Universal Studios; established in 2004

The purpose of these scholarships is to help educate new generations of archivists who will be entrusted with the care of our moving image heritage.

The awarding and administering of the AMIA Scholarship Program is a complex and demanding process involving the scholarship sponsors, the AMIA Board of Directors, the AMIA office and the AMIA Education Committee. To facilitate this process, the Education Committee has prepared this Manual with updates from the AMIA Office. It is intended to serve three closely related objectives:

- to provide everyone involved with a clear statement of their individual and collective responsibilities and a general framework for their work;
- to insure a certain amount of continuity from year to year; and
- to enhance the scholarship process by serving as a vehicle for documenting and communicating improvements that may be made from year to year.

For all these reasons – and especially the last – those involved should take note of questions, problems and ideas that occur throughout the process, and should bring these issues to the attention of the Education Committee. The Committee, in turn, should review this manual each year and revise it as may seem necessary or desirable.

The Scholarship Program was AMIA's first ongoing initiative to promote archival education, and remains today one of the effective financial aid program specific to the field. Anyone involved with the program in any capacity assumes a significant responsibility – to the scholarship sponsors and AMIA, to all the students who apply, and to the future development of the field. It is hoped that this manual will aid in this important work.

AMIA Scholarship Program

Section II: Description of the Scholarships

The AMIA Scholarship Program consists of five scholarships awarded annually to students of merit who intend to pursue careers in moving image archiving. Each student selected for a scholarship receives \$4,000 (US) as financial assistance in pursuing his or her education. The funds are sent directly to the recipient's educational institution where they may be used any time during the academic year to pay for tuition and/or registration fees.

Each student receiving a scholarship is honored at the AMIA Conference. Scholarship recipients are encouraged to attend the conference. Not only does the conference provide an opportunity to introduce the recipients to colleagues in moving image institutions and companies from around the world, it also offers an ideal learning environment. Attending sessions and talking one-on-one with leaders and specialists in the field exposes the recipients to a wealth of ideas, perspectives, and information about the preservation and use of moving image collections.

To encourage the scholarship recipients to attend the conference, AMIA waives fees, including general registration and any separate charges for symposia, workshops and special events. However, AMIA does not provide funding to cover other costs, such as transportation to and from the conference site, hotel accommodations and daily expenses.

To simplify the administration of the program, AMIA requires that the scholarships be identical in every respect: amount of funding, eligibility requirements, selection criteria, application instructions, selection procedures, etc. This allows AMIA to use one process for all five scholarships, and it allows students to apply for all five scholarships with one set of forms and submittals.

Note: the AMIA Scholarship Program is really five individual scholarship programs, each funded by a different sponsor: Consolidated Film Industries (*CFI Sid Solow Scholarship*), the Mary Pickford Foundation (*Mary Pickford Scholarship*), the Rick Chace Foundation (*Rick Chace Foundation Scholarship*), Sony Pictures Entertainment (*Sony Pictures Scholarship*) and Universal Studios (*Universal Studios Scholarship*). AMIA should always remember that each sponsor is AMIA's valuable partner in presenting one of the scholarships.

AMIA Scholarship Program

Section III: Eligibility Requirements and Selection Criteria

Eligibility. To be considered for a scholarship, an applicant must meet the following eligibility requirements:

1. The applicant must be enrolled full-time in a graduate-level or other advanced program in moving image studies or production, library or information services, archival administration, museum studies or a related discipline; or must be accepted as a full time student into such a program for the next academic year.
2. The applicant must have a grade point average of at least 3.0 (on a 4.0 scale) in his/her current or most recently completed academic program.
3. The applicant must submit the following documents:
 - a. An application form.
 - b. An official sealed transcript from the applicant's most recent academic program sent directly from the academic institution to the AMIA office.
 - c. An essay of no more than 1,000 words describing the applicant's major field of study, interest in moving image archiving, relevant experience and/or education, and career goals.
 - d. Two letters of recommendation (submitted separately to the AMIA office).

Students from any country may apply. Applicants need only submit one application form and one set of supporting documents to be eligible for all five scholarships; however, no applicant may be awarded more than one scholarship.

Students may apply for both the *Kodak Fellowship* and AMIA Scholarship Program. Separate application forms and supporting documents must be submitted; and no applicant may be awarded both the fellowship and a scholarship.

Selection Criteria. The following criteria are considered in evaluating applicants and selecting recipients of the scholarships:

- Does the applicant demonstrate a commitment to pursuing a career in moving image archiving?
 - What is the quality of the applicant's academic record?
 - How strong is the applicant's program of study as it applies to moving image archiving?
-

AMIA Scholarship Program

Section IV: Responsibilities of the Parties

The AMIA Scholarship Program is administered by AMIA, in consultation with each of the scholarship sponsors. AMIA manages the process of selecting the scholarship recipients, awarding the prizes, and promoting the program. The Board of Directors, the Education Committee and the AMIA Office all play important roles in fulfilling these responsibilities.

A. The Board of Directors. The Board assumes ultimate responsibility for AMIA's role in the scholarship program – as it does for all AMIA services and activities. However, the Board also has three specific duties:

- To appoint the Education Committee, which directly administers the program.
- To review and approve (or disapprove) the Education Committee's nominees to be scholarship recipients.
- To review and approve (or disapprove) any proposed major change in the program.

In addition, the AMIA President usually signs official correspondence, and the AMIA Treasurer maintains financial records and handles financial transactions relating to the scholarships.

B. The Education Committee. The Committee assumes line responsibility for AMIA's role in the scholarship program. To fulfill its duties on a day-to-day basis, it appoints a Scholarship Subcommittee and a Scholarship Selection Panel.

1. The Scholarship Subcommittee. The Subcommittee, working closely with the AMIA Office, is AMIA's primary instrument for managing the scholarship process. The Subcommittee takes responsibility for assuring that AMIA discharges its responsibilities with regard to the program – either by doing the work itself or making sure that the work is done by appropriate parties within the Association. In general, the Subcommittee's functions are as follows:

- To communicate and coordinate with the scholarship sponsors as needed; to communicate and coordinate with the Education Committee (Chair), the AMIA Board and the AMIA Office.
- To set the schedule and determine the procedures for awarding the scholarships.
- To prepare and/or review and approve all documents pertaining to the scholarships (eligibility requirements, instructions, application forms, etc.).

- To write articles, press releases and announcements needed to publicize the program and inform all interested parties; to handle inquiries, questions and issues regarding the scholarship.
 - To organize the Scholarship Selection Panel and determine the procedures for the selection process.
 - To make all necessary and appropriate notifications when the scholarship recipients have been selected.
 - To coordinate with the AMIA Conference Committee and the AMIA Events Manager in arranging for the recognition of the scholarship recipients at the AMIA Conference.
 - To prepare and submit to the scholarship sponsors any reports that may be required on the scholarship program.
2. The Scholarship Selection Panel. The Selection Panel has only one major responsibility, but it is of the utmost importance: To conduct an open and fair selection process and to nominate the most suitable applicants to be the scholarship recipients.
- C. The AMIA Office. The AMIA Office plays a critical role in providing administrative support to the Scholarship Subcommittee and Scholarship Selection Panel. Its functions are as follows:
- To coordinate with the sponsors and the AMIA Treasurer on financial issues involving the scholarship program.
 - To maintain the current version of this manual and key scholarship documents.
 - To maintain the schedule of key events and deadlines, and to notify the Subcommittee when decisions need to be made and actions need to be taken.
 - To prepare printed copies of scholarship documents; to handle postings and mailings, at the request of the Subcommittee.
 - To receive and assemble application materials.
 - To inform the Subcommittee concerning the status of application files (whether complete or not; if not, what is missing).
 - To prepare copies of application files; to mail copies to the Selection Panel.
 - To arrange for the transfer of scholarship funds to the recipients' educational institutions.
 - To prepare certificates for presentation to the scholarship recipients at the AMIA Conference.
 - In general, to assist the Subcommittee within its means and as may be needed.

Each scholarship sponsor provides the funds (\$4,000 US) for its scholarship. AMIA covers all administrative costs for the program and waives all conference fees for the scholarship recipients who choose to attend the AMIA Conference. Each scholarship sponsor retains authority to review and approve (or disapprove) any significant changes in its scholarship; minor revisions for purposes of clarity, efficiency or convenience may be made at AMIA's discretion.

AMIA Scholarship Program

Section V: The Process in Five Phases

The process of awarding the AMIA scholarships occurs in five phases that overlap to some extent but basically occur in sequence. These five phases are as follows:

- Preparations: December – February
- Call for Applications: January – April
- Selecting the Recipients: April – July
- Notifications and Announcements: July – October
- Awarding the Prizes: August – November

Preparations (December – February)

In December, or as soon as possible, the AMIA Board appoints the Education Committee for the coming year, and the Education Committee confirms that each scholarship sponsor has provided or intends to provide funding for its scholarship in the coming year.

The Education Committee then establishes a Scholarship Subcommittee to administer and direct the process of awarding all four scholarships. This subcommittee may be distinct from or combined with a subcommittee to administer and direct the *Kodak Fellowship*.

During December, January and February, the Scholarship Subcommittee prepares for the work ahead in a number of ways:

1. The Subcommittee reviews and updates the AMIA Scholarship Program Manual for use throughout the year.
2. The Subcommittee establishes a schedule to guide AMIA's work throughout the year. This schedule should include deadlines for the application and selection process and result in the naming of the scholarship recipients in late June or early July. See Section VI for a generic Calendar of Events that can serve as a model for the year-long schedule.
3. The Subcommittee designates one of its members to serve as the primary contact with the AMIA Office.
4. The Subcommittee reviews key scholarship documents, including the application form, eligibility requirements, selection criteria and application instructions. The Subcommittee may make relatively minor changes to these documents, usually to clarify and update. However, substantive changes must be referred to the Chair of the Education Committee, who will determine the appropriate process for review and approval.

5. The Subcommittee reviews and updates AMIA's list of educational institutions. All institutions on the list must have relevant academic or training programs.

The Subcommittee carefully coordinates its preparations with the AMIA Office, especially in terms of the scheduled deadlines and changes to the scholarship manual or key documents. The AMIA Office is responsible for maintaining current versions of the manual and documents.

Call for Applications (January – April)

Announcing the availability of the scholarships, along with information needed to apply, is a critical part of the process. Efforts to “spread the word” should begin as early as possible in the new year and should encompass a variety of strategies: mailings, publications, the Internet, and person-to-person communications.

The Scholarship Subcommittee and the AMIA Office conduct the “call for applications”, which usually consists of the following steps:

1. The Subcommittee prepares and submits an article for the AMIA newsletter (winter edition) announcing the scholarships and inviting applications. Similar articles are prepared for the AMIA web site and AMIA-L.
2. The AMIA Office posts scholarship information on AMIA's web site, including an article announcing the scholarships, eligibility requirements, selection criteria, application instructions, and a copy of the application form that can be downloaded.
3. The AMIA Office posts an article announcing the scholarships on AMIA-L, including a referral to the AMIA web site for detailed information and an application form.
4. The AMIA Office prepares printed copies of the application form, along with eligibility requirements, selection criteria, and instructions on how to apply.
5. The AMIA Office sends the printed scholarship information, along with a cover letter, to the educational institutions on the updated list. The AMIA Office also ensures scholarship information is made available to the individual and institutional members of AMIA.
6. The AMIA Office sends printed scholarship information, along with a cover letter, to appropriate educational and archival organizations: Association of Canadian Archivists (ACA), Society for Cinema Studies (SCS), Society of American Archivists (SAA), etc. Alternatively, scholarship information may be posted on web sites or list serves for these and other organizations, as permissible and appropriate.
7. The AMIA Office sends scholarship information and application forms to individuals and institutions requesting information.

8. The AMIA Newsletter is published containing the article announcing the scholarships and inviting applications.
9. The AMIA Office and the Scholarship Subcommittee coordinate their responses to questions and issues raised by applicants and potential applicants.

Throughout this phase of the process, the AMIA Office receives all application materials (application form, essay, transcripts, letters of recommendation, etc.), and keeps track of the status of each applicant's file.

Selecting the Recipients (April – July)

The Scholarship Subcommittee and the AMIA Office work together to insure that applicants for the scholarships have submitted all necessary documents and their files are complete. A complete application file will include: an application form; a brief essay describing the applicant's major field of study, interest in moving image archiving, relevant experience and/or education, and career goals; an academic transcript(s); and two letters of recommendation. Applicants are permitted to submit transcripts and letters of recommendation after the postmark deadline, as long as their application forms and essays are postmarked on time.

The Scholarship Subcommittee reviews and approves procedures for the selection process, with whatever updates and changes seem desirable. A two-stage process is utilized (see below). The Subcommittee reviews and approves the applications checklist, selection criteria worksheet, and selection ranking form, with whatever updates and changes seem desirable.

The Scholarship Subcommittee, in coordination with the Chair of the Education Committee, establishes a Scholarship Selection Panel to nominate the recipients of the scholarships. The panel usually consists of five to nine members, chosen from the membership of the Education Committee. The Scholarship Subcommittee, in consultation with other members of the Scholarship Selection Panel, establishes a specific schedule for the selection process, including a deadline for submitting stage one ranking forms and a date for the stage two conference call (see below).

The AMIA Office prepares copies of the application files, along with copies of the application checklist, selection criteria worksheet and selection ranking form. In preparation for stage one of the selection process, the AMIA Office mails a complete set of application files, along with the checklist, worksheet and ranking form, to each member of the Scholarship Selection Panel. In preparation for stage two, the AMIA Office schedules a conference call for Selection Panel members on the date established by the Scholarship Subcommittee.

Stage One of the Selection Process. The purpose of this stage is to insure that each applicant is fully considered by each panel member, and that each panel member enriches the selection process with his or her unique perspective and judgment.

In stage one, each panel member individually reviews all the applications, selects the seven applicants he or she considers to be the top contenders, and ranks those students in order of preference from one (the first choice) to seven (the seventh choice) on the selection ranking form. In making these evaluations, the panel members should take into account all the materials in each file and all the selection criteria. Each panel member is expected to use his or her own good judgment in deciding how to analyze the materials (application, essay, academic record, recommendations) and what weight to give them.

Panel members should not be concerned with matching applicants to one or more of the scholarships. The eligibility requirements and selection criteria are identical for each scholarship, and all each panel member should do at this point is determine the seven top contenders without regard to any particular scholarship.

The selection ranking forms are submitted to the AMIA Office. The Scholarship Subcommittee may authorize the AMIA Office to tabulate the ranking forms or may ask the AMIA Office to forward the forms to designated individuals for this purpose. In either case, two individuals should independently tabulate the ranking forms, and their results should be compared to guard against miscalculations and other mistakes. The individuals performing this task must be AMIA members or AMIA employees.

A simple point system is used to tabulate the results: seven points for a first choice, six points for a second choice, five points for a third choice, and so on. The Scholarship Subcommittee determines the preliminary roster of finalists for the scholarships based on these point totals. The six applicants receiving the most points automatically qualify as finalists; the Subcommittee may name additional applicants as finalists if the point totals justify their selection.

Stage Two of the Selection Process. The purpose of this stage is to allow for constructive discussion and persuasion among the panel members, and to insure that all relevant points about each finalist are known and considered by all.

In stage two, the Scholarship Selection Panel meets by way of a conference call. The Scholarship Subcommittee pre-arranges for one person to serve as moderator; this person may be a member of the Selection Panel or any other AMIA member or employee. During the conference call, the panel members first determine the final roster of finalists for the fellowship. The finalists will consist of:

- a) the applicants designated by the Scholarship Subcommittee on the basis of stage one point totals, and
- b) any other applicant whom two or more panel members request be included as a finalist.

The panel members then discuss each finalist – his/her strengths and weaknesses and overall suitability to be a scholarship recipient. By the end of the conference call, the Selection Panel nominates five finalists to receive scholarships; in addition at least two finalists should be named as runners-up. In choosing the nominees and runners-up, the Selection Panel strives to achieve consensus, but may resort to a simple vote of panel members if necessary.

Throughout the discussion of each finalist and the selection of the five nominees and runners-up, the panel members should not be concerned with matching finalists to one or more of the scholarships. All the panel members should do at this point is evaluate the finalists as potential scholarship recipients and select the five finalists (and runners-up) that are most deserving, without regard to the specific scholarship that any particular finalist may receive.

Once the Selection Panel has nominated five finalists to receive scholarships, each nominee is arbitrarily matched to one of the scholarships by way of a process agreed on by the panel members. Usually the process occurs during the conference call and is performed by one or more of the panel members. It can be as simple as drawing the names of the scholarships out of a hat and assigning them to the nominees in alphabetical order. Whatever process is agreed on, it must be random so that each nominee is assigned his or her scholarship by chance.

The Scholarship Subcommittee, assisted by the AMIA Office, forwards the names of the five nominees and their application files to the AMIA President. On behalf of the Board of Directors, the President reviews the application files. If the President approves a nominee as a scholarship recipient, no further review is required. If the President disapproves or has significant concerns about a nominee, the matter is referred to the full AMIA Board for review.

In the unlikely event the President and the Board disapprove one of the nominees as a scholarship recipient, the applicant selected as the first runner-up becomes the new nominee, and the Scholarship Subcommittee forwards his or her name and application file to the President. In the even more unlikely event the President and the Board disapprove a second nominee, the Subcommittee forwards the name and application file of the second runner-up to the President. The process of review is continued until the President or the Board approves five nominees to be scholarship recipients.

The Scholarship Subcommittee contacts each of the five approved nominees, verifies that he or she still meets the eligibility requirements, and notifies each nominee that he or she has been awarded the *CFI Sid Solow Scholarship*, *Mary Pickford Scholarship*, *Rick Chace Foundation Scholarship* or *Sony Pictures Scholarship*, as the case may be.

In the unlikely event any of the approved nominees does not meet the eligibility requirements; the next runner-up in order becomes the new nominee. The process of

review is repeated until five approved nominees are found who do meet the eligibility requirements.

After the scholarship recipients have been named (nominated by the Selection Panel, approved by the President or AMIA Board, and verified as eligible), the Scholarship Subcommittee directs all members of the Scholarship Selection Panel to destroy the copies of the application files used throughout the selection process. The AMIA Office retains the original application files, in accordance with AMIA's document retention policy.

Notifications and Announcements (July – October)

The Scholarship Subcommittee is responsible for all notifications and announcements, with assistance from the AMIA Office. The parties to be notified include: the scholarship sponsors, the scholarship recipients, the other applicants, and AMIA members.

1. The Subcommittee informs each scholarship sponsor that a recipient of its scholarship has been selected. Each sponsor is sent a copy of the scholarship recipient's complete application file.
2. The AMIA office arranges for each scholarship recipient to receive an official letter of congratulations. Usually, the AMIA President signs these letters on behalf of the Association.
3. The AMIA office prepares a "regret to inform you" letter to let the remaining applicants know that they were not selected for an award.
4. The Subcommittee prepares an article to announce the awarding of the scholarships, and submits it to the AMIA Newsletter for publication. The article is usually accompanied by brief biographical profiles of the scholarship recipients to help introduce them to the field.
5. The AMIA Office posts the article and profiles on AMIA's web site. The AMIA Office also posts an announcement about the awarding of the scholarships on AMIA-L, including a referral to the AMIA web site for additional information.

One or more of the scholarship sponsors may want to announce the awarding of its scholarship in its own company news organs or outside publications. The Scholarship Subcommittee should be prepared to assist the sponsors as much as possible.

Awarding the Prizes (August – November)

The importance of the final phase of the AMIA Scholarship Program – Awarding the Prizes – cannot be overstated. Inevitably, a tendency exists for momentum or focus to be lost after the rather intense period of selecting and notifying the recipients. However, the

primary purpose of the program, and much of its value to the recipients, can be undermined if this final phase is not well executed.

The Scholarship Subcommittee prepares for this phase by designating one of its members as the primary contact for each of the scholarship recipients – someone to inform and help guide the recipient through the process of receiving the award: the preparation of articles, the logistics of sending the funds to his or her educational institution, plans for the AMIA Conference, etc. The recipients must feel free to call on their contacts whenever they have questions or encounter problems.

The AMIA Office contacts each scholarship recipient's educational institution to work out the arrangements of providing the scholarship funds. The Subcommittee confirms the receipt of each check by the educational institution, and verifies that the funds will be available to cover tuition and/or registration fees during the coming academic year.

The Scholarship recipients are encouraged but not required to attend the AMIA Conference. AMIA waives all conference fees for recipients who do attend, but cannot pay for travel, hotel and daily expenses.

The Scholarship Subcommittee assists the AMIA Awards Committee in organizing the presentation of the awards at the conference and planning for the recognition of the scholarship recipients and sponsors. Representatives from the scholarship sponsors are invited to attend. The AMIA Office prepares certificates to be presented to the scholarship recipients at the Luncheon (or mailed to any recipients who are unable to attend).

Finally, the Scholarship Subcommittee prepares and submits whatever year-end reports are required by the scholarship sponsors or deemed desirable by AMIA. Each sponsor should be consulted on the nature and extent of reporting it requires. The AMIA Office should receive copies of any reports that are submitted to the sponsors.

AMIA Scholarship Program

Section VI: Calendar of Events

This calendar of events summarizes AMIA's activities in administering and awarding the AMIA scholarships. It represents a generic chronology. Actual dates for events will vary somewhat from year to year. See Section V for more detailed information about the scholarship process.

December

The AMIA Board of Directors appoints the Education Committee for the coming year.

The Education Committee confirms that each scholarship sponsor has provided or intends to provide funding for its scholarship in the coming year.

The Education Committee establishes a Scholarship Subcommittee to administer and direct the process of awarding the scholarships.

The Scholarship Subcommittee designates one of its members to serve as the primary contact with the AMIA Office.

January

The Scholarship Subcommittee, in coordination with the AMIA Office, reviews and updates this manual, and establishes a schedule, including deadlines for the application and selection process.

The Scholarship Subcommittee reviews and updates the application form, eligibility requirements, selection criteria, and application instructions.

The Scholarship Subcommittee prepares and submits an article for the AMIA newsletter (winter edition) announcing the scholarships and inviting applications. Similar articles are prepared for the AMIA web site and AMIA-L.

The AMIA Office posts scholarship information on AMIA's web site. The AMIA Office posts an announcement of the scholarships on AMIA-L.

February

The Scholarship Subcommittee, in coordination with the AMIA Office, reviews and updates AMIA's list of educational institutions.

The AMIA Office prepares printed copies of the application form, along with eligibility requirements, selection criteria, and instructions on how to apply.

The AMIA Office sends printed scholarship information, along with a cover letter, to the educational institutions on the updated list.

The AMIA Office sends printed scholarship information, along with a cover letter, to the individual and institutional members of AMIA.

The AMIA Office sends printed scholarship information, along with a cover letter, to appropriate educational and archival organizations. Alternatively, scholarship information may be posted on web sites or list serves for these organizations, as permissible and appropriate.

The AMIA Newsletter is published containing the article announcing the scholarships and inviting applications (see January).

March

Throughout the application period (late February – May 15), the AMIA Office sends scholarship information and application forms to individuals and institutions requesting information.

The AMIA Office receives all application materials (application form, essay, transcripts, letters of recommendation, etc.), and keeps track of the status of each applicant's file.

April

The Scholarship Subcommittee reviews and approves procedures for the selection process, with whatever updates and changes seem desirable.

The Scholarship Subcommittee reviews and approves the applications checklist, selection criteria worksheet, and selection ranking form, with whatever updates and changes seem desirable.

The Scholarship Subcommittee establishes a Scholarship Selection Panel to nominate the recipient of the scholarship.

The Scholarship Subcommittee, in consultation with the other members of the Scholarship Selection Panel, establishes a specific schedule for the selection process.

May

In recent years the postmark deadline for submitting applications has been May 15. The AMIA Office and the Scholarship Subcommittee work with applicants to insure that their files are complete.

The AMIA Office prepares copies of the application files, along with copies of the applications checklist, selection criteria worksheet, and selection ranking form.

The AMIA Office mails a complete set of application files, along with the checklist, worksheet and ranking form, to each member of the Scholarship Selection Panel.

June

The Scholarship Selection Panel conducts the two-stage selection process. See Section V for detailed information.

The Scholarship Selection Panel selects nominees to receive each of the scholarships and forwards its recommendations, along with the nominees' application files, to the AMIA President.

The AMIA President reviews the application files and approves (or disapproves) the nominees to be scholarship recipients. See Section V for guidelines in the event the President does not approve one or more of the nominees.

July

The Scholarship Subcommittee contacts each nominee, verifies that he or she still meets the eligibility requirements, and notifies the nominee that he or she has been selected to receive a scholarship. See Section V for guidelines in the event one or more of the nominees does not meet the eligibility requirements.

The AMIA President sends each new scholarship recipient an official letter of congratulations.

The Scholarship Subcommittee informs the scholarship sponsors. Each sponsor receives a copy of the scholarship recipient's complete application file.

The Scholarship Subcommittee designates one of its members to guide each scholarship recipient through the process of receiving the award.

The AMIA office prepares letters informing the remaining applicants that they were not selected for an award. The AMIA Office copies, addresses and mails the letters.

August

The AMIA office contacts each scholarship recipient's educational institution to work out the arrangements for transferring the funds.

The AMIA office confirms receipt of the check by each educational institution, and verifies that the funds will be available to cover appropriate fees during the academic year.

September

The Scholarship Subcommittee prepares an article announcing the awarding of the scholarships, and submits it to the AMIA Newsletter for publication, along with a brief biographical profile of each scholarship recipient to help introduce him or her to the field.

The AMIA Office posts the article and profile on AMIA's web site. The AMIA Office also posts an announcement about the awarding of the scholarships on AMIA-L.

The Scholarship Subcommittee and the AMIA Office encourage each scholarship recipient to attend the AMIA Conference in November.

October

The AMIA Newsletter (fall edition) is published containing the article about the awarding of the scholarships and the profiles of the scholarship recipients (see September).

The Scholarship Subcommittee assists the Awards Committee as needed in organizing the Distinguished Scholars Luncheon at the AMIA Conference and in planning for the recognition of the scholarship recipients and sponsors.

The AMIA Office prepares certificates to be presented to each scholarship recipient at the Distinguished Scholars Luncheon (or mailed to any recipient who is unable to attend).

November

The scholarship recipients are honored at the Distinguished Scholars Luncheon during the AMIA Conference.

December

The Scholarship Subcommittee submits whatever year-end reports are required by the scholarship sponsors or deemed desirable by AMIA.

Work begins on next year's AMIA Scholarship Program.

AMIA Scholarship Program

Section VII: Sample Documents

Section VII contains copies of key AMIA Scholarship Program documents from past years, which are provided as a guide for 2004. The documents are as follows:

1. Application Instructions
 2. Eligibility Requirements
 3. Application Form
 4. Notification Letters
 - a. to educational institutions
 - b. to AMIA members
 - c. in response to general inquiries
 5. Selection Panel Instructions
 6. Selection Worksheet
 7. Selection Ranking Form
 8. Regret Letters
 - a. to Non-finalists
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SAMPLE 1

2003 AMIA Scholarship Program

CFI Sid Solow Mary Pickford Sony Pictures Rick Chace Foundation

Application Instructions

The Association of Moving Image Archivists is now accepting applications for its 2003 Scholarship Program. Four scholarships will be awarded: the *CFI Sid Solow Scholarship*, the *Mary Pickford Scholarship*, the *Sony Pictures Scholarship* and the *Rick Chace Foundation Scholarship*.

To be considered for a scholarship, an applicant must meet the following eligibility requirements.

Along with a completed application form, the applicant must submit the following documents:

- An official transcript from the applicant's most recent academic program.
- An essay of no more than 1,000 words describing the applicant's major field of study, interest in moving image archiving, relevant experience and/or education, and career goals.
- Two letters of recommendation (submitted directly from the references to the AMIA address below).

Students from any country may apply. Applicants need only submit one application form and one set of supporting documents to be eligible for all four awards; however, no applicant will be awarded more than one scholarship.

Applications must be postmarked no later than **May 15, 2003**. Return application form and supporting documents to AMIA, 1313 North Vine St., Hollywood, CA 90028; (phone) 323-463-1500; (fax) 323-463-1506; <amia@amianet.org>. Questions concerning the Scholarship Program should be directed to the AMIA Office.

The AMIA scholarships are funded by CFI, the Mary Pickford Foundation, Sony Pictures Entertainment and the Rick Chace Foundation to help educate new generations of archivists who will be entrusted with the care of our moving image heritage.

SAMPLE 2

2003 AMIA Scholarship Program

CFI Sid Solow Mary Pickford Sony Pictures Rick Chace Foundation

Eligibility Requirements

The Association of Moving Image Archivists is now accepting applications for its 2003 scholarship program. Four scholarships will be awarded: the *CFI Sid Solow Scholarship*, the *Mary Pickford Scholarship*, the *Rick Chace Foundation Scholarship*, and the *Sony Pictures Scholarship*. Each student selected for a scholarship will be awarded \$4,000 (US), which will be sent to the student's educational institution and credited toward tuition or registration fees for the 2003-04 academic year.

Eligibility

Students from any country may apply. To be considered for a scholarship, an applicant must meet the following eligibility requirements:

1. The applicant must be enrolled in a graduate-level or other advanced program in film or television studies or production, library or information services, archival administration, museum studies or a related discipline; or must be accepted into such a program for the next academic year.
2. The applicant must have a grade point average of at least 3.0 (on a 4.0 scale) in his/her most recently completed academic program.
3. The applicant must submit the following documents:
 - Application form
 - Official transcript from the applicant's most recent academic program
 - Essay of no more than 1,000 words describing the applicant's major field of study, interest in moving image archiving, relevant experience and/or education, and career goals
 - Two letters of recommendation (submitted to the AMIA Office directly from the references)

Selection Criteria

Factors to be considered in awarding the scholarships include: an applicant's commitment to pursuing a career in moving image archiving; the quality of an applicant's academic record; and the strength of an applicant's program of study as it applies to moving image archiving.

Application Instructions

Applicants need only submit one application form and one set of supporting documents to be eligible for all four awards; however no applicant will be awarded more than one scholarship. [Application forms may be downloaded from the AMIA web site at <www.amianet.org>](http://www.amianet.org), or [may be obtained by contacting the AMIA office at 1313 North Vine Street, Hollywood, CA 90028; Phone: 323-463-1500; Fax: 323-463-1506; <amia@amianet.org>](mailto:amia@amianet.org).

Applications must be postmarked no later than May 15, 2003

Questions concerning the *CFI Sid Solow*, *Mary Pickford*, *Rick Chace*, and *Sony Pictures Scholarships* should be directed to the AMIA Office.

SAMPLE 3

AMIA SCHOLARSHIP PROGRAM

CFI Sid Solow Mary Pickford Sony Pictures Rick Chace Foundation

Application Form

1. Name:

Last

Middle

First

2. Address:

Street

City

State/Prov.

Country

Zip/Postal Code

3. Phone (Daytime): _____

Phone (Evening): _____

Fax: _____

E-mail: _____

4. Name and address of educational institution you are attending/will attend:

5. Name and type of academic or professional program in which you are/will be enrolled:

6. Education History. Include previous undergraduate and graduate education.

University/College attended

Dates Attended

Major

Degree

7. Employment History. List any full-time and significant part-time jobs.

Name of employer

Employment dates

Type of work performed

8. Awards, scholarships or noteworthy achievements:

9. Activities, hobbies and interests:

Attach additional sheets as needed.

For the purpose of this application the undersigned declares that to the best of his/her knowledge that the statements herein are true and complete.

Signature of applicant

Date

SAMPLE 4 (a)

[Letter to Universities; merge addresses]

January 30, 2003

The Association of Moving Image Archivists is pleased to announce a call for applications for its 2003 Scholarship Program. This year four scholarships will be awarded: the *CFI Sid Solow Scholarship*, funded by Consolidated Film Industries; the *Mary Pickford Scholarship*, funded by the Mary Pickford Foundation; the *Rick Chace Foundation Scholarship* funded by The Rick Chace Foundaion; and, the *Sony Pictures Scholarship*, funded by Sony Pictures Entertainment. All four scholarships are administered by AMIA, and are awarded as financial assistance to students of merit who intend to pursue careers in moving image archiving. Each scholarship consists of a \$4,000 award. The funds will be sent to the students' educational institutions and applied to tuition or registration fees for the 2003-04 academic year.

Students accepted into or enrolled in a graduate-level or other advanced program in film or television studies or production, library or information studies, archival administration, museum studies, or a related discipline may apply. Students from any country are eligible. **The application deadline for the Scholarship Program is May 15, 2003.**

Enclosed you will find the scholarship requirements and application form. Please share these with any students whom you think might be interested in applying. If relevant, please post or distribute this information to the appropriate departments at your university or institution.

Additional copies of the guidelines and application forms are available on the AMIA web site at www.amianet.org, or may be obtained by contacting the AMIA Office at 1313 North Vine Street, Hollywood, CA 90028; (phone) 323-463-1500; (fax) 323-463-1506; amia@amianet.org.

Thank you in advance for your help alerting any students whom you think might be interested in applying.

Sincerely,
Sam Kula
President

SAMPLE 4 (b)

[General Announcement Letter to AMIA members]

January 30, 2003

Dear AMIA Member:

The Association of Moving Image Archivists is pleased to announce a call for applications for its 2003 scholarship program. This year four scholarships will be awarded: the *CFI Sid Solow Scholarship*, the *Mary Pickford Scholarship*, the *Rick Chace Foundation Scholarship* and the *Sony Pictures Scholarship*. These awards will be given as financial assistance to students of merit who intend to pursue careers in moving image archiving. Each of the four scholarships consists of a \$4,000 award. The funds will be forwarded to the recipients' educational institutions and applied to tuition or registration fees for the 2003-04 academic year.

Students accepted into or enrolled in a graduate-level or other advanced program in film or television studies or production, library or information studies, archival administration, museum studies, or a related discipline may apply. Applicants need only submit one application form and one set of supporting documents to be eligible for all three awards; however no applicant will be awarded more than one scholarship. Specific eligibility requirements and selection criteria are listed under the scholarship guidelines. The application deadline is May 15, 2003.

Enclosed you will find the scholarship guidelines and an application form. Please share these with any students whom you think might be interested in applying. If relevant, please post or distribute this information to the appropriate departments at your university or institution.

Additional copies may downloaded from the AMIA web site at www.amianet.org, or be obtained by contacting the AMIA Office at 1313 North Vine St., Hollywood, CA 90028; Email: amia@amianet.org.

AMIA has a special responsibility to facilitate the education and training of moving image archivists. We are grateful to CFI, the Mary Pickford Foundation, Sony Pictures Entertainment, and the Rick Chace Foundation for joining us in this effort by making these scholarships possible.

Sincerely,
Sam Kula

SAMPLE 4 (c)

[General Scholarship Information Letter; merge address]

[Date]

Dear

Thank you for your inquiry regarding Association of Moving Image Archivists' Scholarship Program. AMIA is now accepting applications for 2002. This year three scholarships will be awarded: the *CFI Sid Solow Scholarship*, the *Mary Pickford Scholarship* and the *Sony Pictures Scholarship*. These awards will be given as financial assistance to students of merit who intend to pursue careers in moving image archiving. Each of the three scholarships consists of a \$4,000 award. The funds will be forwarded to the recipients' educational institutions and applied to tuition or registration fees for the 2002-03 academic year.

Students accepted into or enrolled in a graduate-level or other advanced program in film or television studies or production, library or information studies, archival administration, museum studies, or a related discipline may apply. Applicants need only submit one application form and one set of supporting documents to be eligible for all three awards; however no applicant will be awarded more than one scholarship. Specific eligibility requirements and selection criteria are listed under the scholarship guidelines. The application deadline is May 15, 2002. All documentation needs to have reached the AMIA office by May 30th, 2002.

Enclosed you will find the scholarship guidelines and an application form. Additional copies may be downloaded from the AMIA web site at www.amianet.org, or be obtained by contacting the AMIA office at 8949 Wilshire Boulevard, Beverly Hills, CA 90211; (phone) 310-550-1300; (fax) 310-550-1363; amia@amianet.org.

Questions concerning the AMIA Scholarship Program should be directed to Oksana Dykyj, Concordia University; (phone) 514-848-3443; (fax) 514-848-7622; Email: [<oksana@vax2.concordia.ca>](mailto:oksana@vax2.concordia.ca)

AMIA has a special responsibility to facilitate the education and training of moving image archivists. We are grateful to CFI, the Mary Pickford Foundation and Sony Pictures Entertainment for joining us in this effort by making these scholarships possible.

Sincerely,

Sam Kula
President

SAMPLE 5

[Panel instructions to Selection Panel]

May 23, 2000

TO: Scholarship Selection Panel*

FR: Eddie Richmond

RE: Selection Process

I am writing in reference to the *Sony Pictures*, *Mary Pickford*, and *CFI Sid Solow Scholarships*. As members of the Scholarship Selection Panel, we are now faced with the responsibility of selecting three students to receive these scholarships.

Enclosed you will find an application file for each of the students who has applied for a scholarship. Also enclosed you will find a) an applications checklist, b) a selection criteria worksheet, and c) a selection ranking form. Please check to ensure that you have all these items, and let me know if you are missing anything.

As in the past, we will use a two-stage process in selecting the recipients of the scholarships.

The Selection Process: Stage One

Carefully review each of the application files, and evaluate the suitability of each applicant in light of the eligibility requirements and selection criteria. The selection criteria worksheet may be helpful in doing this. It lists the requirements and criteria, and offers some questions you may want to ask yourself in evaluating each applicant.

A complete application file will include: an application form; a brief essay describing the applicant's major field of study, interest in moving image archiving, relevant experience and/or education, and career goals; an academic transcript(s); and two letters of recommendation.

Take into account all the materials in each file and all the selection criteria. Use your own good judgement in deciding how to analyze the materials (application, essay, academic record, recommendations) and what weight to give them.

Select the seven applicants you would rate as the top contenders for a scholarship, and rank those seven applicants from one (your first choice) to seven (your seventh choice). We realize that ranking choices – distinguishing between fourth and fifth or sixth and seventh choices, for example – is likely to be difficult, but please do your best.

Do not be concerned at this point with matching applicants to one of the scholarships (i.e., evaluating an applicant's suitability for the *Mary Pickford Scholarship* as opposed to the *Sony Pictures* or *CFI Sid Solow Scholarships*). The eligibility requirements and selection criteria are identical for all three scholarships, and all we want to do in stage one is determine the seven top contenders without regard to any particular scholarship.

AMIA Scholarships
Page two
May 23, 2000

List your top seven choices – ranked in order from one to seven – on the selection ranking form, and mail or fax the form back to Janice Simpson at the AMIA Office no later than **June 19, 2000**. Instructions for mailing and faxing are included on the form.

Copies of all forms will be forwarded to the scholarship subcommittee (Oksana, Karen and me). We will compile the results using a point system – seven points for a first choice, six points for a second choice, five points for a third choice, and so on. We will notify you of the compilation results as soon as possible.

The Selection Process: Stage Two

As you know, we are in the process of scheduling a conference call for late June or early July to discuss the scholarships. We will schedule the call to allow for participation by as many panel members as possible, and will notify you of the date and time as soon as possible.

During this conference call, we will first determine the finalists for the scholarships. The finalists will consist of:

- a) the five applicants receiving the most points in the compilation of rankings from stage one; and,
- b) any other applicant whom two or more committee members request be included as a finalist; committee members will have an opportunity to make such requests at the beginning of the conference call.

We will then discuss each finalist – his/her strengths and weaknesses and overall suitability to be an AMIA scholarship recipient. By the end of the conference call, we will select three finalists to recommend to the Board of Directors – one to receive the *Mary Pickford Scholarship*, one to receive the *Sony Pictures Scholarship*, and one to receive the *CFI Sid Solow Scholarship*. Although the Board will technically make the final decision, we fully expect it will accept our recommendations.

Please let us know if you have questions or suggestions concerning the selection process or the AMIA Scholarship Program in general.

Thanks.

* Oksana Dykyj, Brian Graney, Mary Ide, Karen Lund, Eddie Richmond, Janice Simpson, James Turner.

SAMPLE 6

AMIA SCHOLARSHIP PROGRAM Selection Criteria Worksheet

The *Sony Pictures Scholarship*, *CFI Sid Solow Scholarship*, *Rick Chace Foundation Scholarship* and *Mary Pickford Scholarship* are awarded to students of merit that intend to pursue careers in the profession of moving image archiving.

Each applicant for these scholarships is evaluated according to the eligibility requirements and selection criteria established for the AMIA Scholarship Program. This worksheet lists those requirements and criteria, and suggests questions you may want to ask yourself as you analyze each application file. Use of the worksheet is optional. It is offered only as an aid in the selection process.

1. The applicant must be enrolled in a graduate-level or other advanced program in film or television studies or production, library or information services, archival administration, museum studies or a related discipline; or must be accepted into such a program for the next academic year.

Does the applicant meet this requirement: YES ___ NO ___ ? ___

2. The applicant must have a grade point average of at least 3.0 (on a 4.0 scale) in his/her most recent academic program.

Does the applicant meet this requirement: YES ___ NO ___ ? ___

3. Is the applicant committed to pursuing a career in moving image archiving? How is this commitment demonstrated? For example:

- a. Has the applicant taken relevant courses in school?
- b. Has the applicant done independent (self-directed) study?
- c. Does the applicant have relevant work experience? In a paid position? As an intern? As a volunteer?
- d. Does the applicant's essay support or undermine his/her commitment? If so, how and to what extent?
- e. Do the applicant's letters of recommendation support or undermine his/her commitment? If so, how and to what extent?
- f. Do the applicant's career goals seem serious and thoughtful?

4. What is the quality of the applicant's academic record? Factors to be considered include: grade point average, honors and awards, other special achievements, and extracurricular activities.

5. How strong is the applicant's current program of study as it applies to moving image archiving? Will it serve as a reasonable foundation for pursuing a career in the field, or does it seem more suitable for other endeavors.
 6. Are there other factors that should be taken into account in evaluating the applicant?
Special abilities? Significant life (including work) experiences? Interests and hobbies?
Other relevant factors?
-

SAMPLE 7

AMIA SCHOLARSHIP PROGRAM
Selection Ranking Form

Please evaluate each AMIA Scholarship applicant in light of the eligibility requirements and selection criteria. Select the seven applicants you consider to be the strongest contenders for these scholarships, and rank those seven applicants from one (your first choice) to seven (your seventh choice). List your choices below, and sign and date this form where indicated.

First choice: _____

Second choice: _____

Third choice: _____

Fourth choice: _____

Fifth choice: _____

Sixth choice: _____

Seventh choice: _____

Signature: _____ Date: _____

Please mail or fax the completed form to Janice Simpson at the AMIA Office so it is received no later than Thursday, June 19, 2003:

AMIA
Attn: Office Administrator
1313 North Vine St.
Los Angeles, CA 90028
Tel: 323-463-1500
Fax: 323-463-1506

Questions concerning the AMIA Scholarship Program should be directed to Francis Poole (Scholarship Fellowship Sub-Committee Chair) phone: 302-831-8461; Email: fpoole@udel.edu

SAMPLE 8 (a)

[Sample: Letter to non-finalists]

[DATE]

Dear 2003 AMIA Scholarship Applicant,

Thank you for your time and effort in applying to the Association of Moving Image Archivists' Scholarship Program. Your application for the *Mary Pickford Scholarship*, *Sony Pictures Scholarship*, *CFI Sid Solow Scholarship*, and *Rick Chace Foundation Scholarship* was well received by AMIA's Education Committee. We regret, however, to inform you, that other applicants have been selected.

We wish we could provide support to more of the applicants, but unfortunately we can only select four. We hope that this does not discourage you from continuing your studies in the preservation, care and use of moving image materials. We wish you great success in pursuing your education and career in the moving image archive field.

Sincerely,

Sam Kula
President

SAMPLE 9

[Sample – Letter to Educational Institution regarding transfer of funds]

[DATE]

[FINANCIAL AID OFFICE NAME/ ADDRESS]

Dear Sir/Madam,

Please find enclosed a check for **[AMOUNT]**. This check is for **[NAME]** (student ID number _____; SSN _____) who has been awarded the **[200_ NAME OF SCHOLARSHIP]** from the Association of Moving Image Archivists (AMIA).

This scholarship is restricted to pay for registration fees and tuition for study at the **[NAME OF PROGRAM AND EDUCATIONAL INSTITUTION]**. Please credit the student's account for this purpose.

If you have any questions, please call me at the number below. Thank you for your assistance with this matter.

Sincerely,

[NAME]
Managing Director

SAMPLE 10

[Sample – Letter to sponsor informing of results]

August 20, 2004

Ms. Jeanne Cordova
Universal Studios
100 Universal City Plaza
Bldg. 4250/3
Universal City, CA 91608

Dear Jeanne,

On behalf of the AMIA Board of Directors and the 2004 AMIA Education Committee, I would like to thank you for your ongoing support of the AMIA Scholarship and Fellowship Program. This year the *Universal Studios Scholarship* was awarded to Ms. Paula Felix-Didier.

Our 2004 program received a record number of applications. The AMIA Education Committee engaged in a rigorous evaluation and selection process and we know you will be extremely pleased with their choice. Ms. Felix-Didier is pursuing a Masters Degree in Moving Image Archiving and Preservation at the Tisch School of the Arts (NYU). Enclosed are copies of her application materials.

We hope you will be able to join us at the Awards Ceremony at the Annual AMIA Conference being held in Minneapolis (November 10-13, 2004). Details on this event will be forthcoming. If you have any questions about the program or the Annual AMIA Conference, please do not hesitate to contact either the AMIA Office or the AMIA Education Committee.

Thank you for your continuing interest in this program and your generous contribution. It is through programs like this that the field is given an opportunity to participate actively in the development of the next generation of moving image archivists. We sincerely appreciate your support.

Best regards,

Janice Simpson
Managing Director

