



AKWA IBOM STATE ASSOCIATION OF NIGERIA, USA INC.
(AKISAN)

NATIONAL SECRETARIAT

2009 -2010 National Scholarship Project Committee

Mrs. Eme Isok–Nsuk, Chairperson
Mr. Tom Umoh, Member
Dr. Nicholas Umontuen, Member

Standard of Operating Procedures

**AKWA IBOM STATE ASSOCIATION OF NIGERIA, USA INC.
NATIONAL SECRETARIAT**

**Standard Operating Procedures (SOP)
National Scholarship Project Committee (NSPC)**

Statement of purpose: The purpose of the National Scholarship Project Committee is to define guidelines / selection criteria for awarding on-going scholarships to benefit Akwa Ibom State youths in Nigeria, and in the United States of America.

Procedures:

1. AKISAN National President will nominate the Chairperson and members to the National Scholarship Project Committee. Executive Committee shall approve these nominations.
2. The National Scholarship Project Committee Chairperson shall use directives from the National President to convene meetings in the form of conference calls. Such meetings shall serve as forum for development of criteria for awarding scholarships to Akwa Ibom State youths in Nigeria from the 31 local government areas, as well as incentives to youths affiliated with one of the AKISAN chapters in the United States of America.
3. Scholarships shall only be awarded to youths already admitted into Nigerian institutions of higher learning such as universities, polytechnics, technical and educational colleges.
Students based in the United States shall receive supplementary cash incentives toward their education.
4. Scholarship awards for students in Nigeria shall cover annual tuition, boarding and books.
Supplementary incentives for U.S.A. based students shall be oriented toward purchase of books, computers, and study materials.
5. National Scholarship Project Committee will develop and update selection criteria and guidelines on a yearly basis or as needed. This will include, but not limited to amount of award per individual, verification of transcripts, strategic and targeted areas of academic study, award year, and other qualification & administration criteria.
6. Award Committee shall present the final standard of award procedures to the National President and National Council for approval at the first National Council meeting of the fiscal year, usually held in November.

7. Upon approval of the SOP and the annual scholarship budget by the National Council, the award committee shall make necessary contacts to Nigerian colleges and universities, as well as contact with Chapter Presidents of Akwa Ibom State Association of Nigeria in the USA, to provide them with guidelines on soliciting nominations for annual award of scholarships. Subject contacts and notifications shall begin each January.
8. The National Scholarship Project Committee shall place advertisements in Akwa Ibom State newspapers, television, and media outlets, inviting applications from qualified candidates to arrive the National Secretariat in the USA no later than 31st of March.
9. All applications will be forwarded to the National Scholarship Project Committee no later than May for sorting and verification of eligibility requirements compliance.
10. The NSPC shall use the established qualification criteria and guidelines to select eligible applicants.
11. The NSPC will recommend scholarships and awards based on study sector needs, budget allocation, local government area coverage, and U.S.A. Chapters where applicants are affiliated. Generally, the number of beneficiaries shall depend on the annual budget. This stage of the process shall be completed by 1st of June.
12. A list of recipients of scholarships and awards shall be compiled and forwarded to the AKISAN National President and the National Council by 15th of June. The NSPC shall include a detailed report of selection criteria and how each beneficiary will be monitored and mentored until completion of their studies.
13. The AKISAN National President shall contact institution of higher learning registrars no later than 31st of July to send award letters and also make necessary arrangements for administering the scholarships or awards.
14. The NSPC or appointed liaison officer will monitor each recipient's academic progress for evaluation. **On -going**
15. If necessary, Committee will recommend to the National Council a cancellation of awards if recipient consistently performs below set standards or is in non-compliance with set policies and procedures. However, every effort should be made to correct or re-direct recipient before a cancellation action is effected.
16. Each year the Committee will publish names of award beneficiaries that have graduated from colleges and universities. **Annual Conventions**
17. Committee will create a system to encourage such graduates to give back to the Akwa Ibom community, volunteer time, or make their best contributions towards the continued success of the scholarship project.