

E. POWER BIGGS SCHOLARSHIP PROGRAM sponsored by the Organ Historical Society

Terms and Conditions

The financial commitment by OHS to the Biggs Scholars has a proud history. Dating back to 1978, well over two hundred young men and women have been provided with membership and invited to participate in the annual convention of the Organ Historical Society.

SCHOLARSHIP OHS is committed to the following financial contributions:

1. Convention registration
2. Travel from home base to convention city with a maximum amount of \$700.
 - a. Round-trip COACH/Economy Air, bus, or train fare between home city and convention city
 - b. Airport parking (Economy lots, off-site parking is highly recommended)
 - c. Round-trip Airport – to convention hotel transfer (public transit where applicable is expected)
 - d. tolls and fuel costs related to round-trip driving + hotel parking only. Costs of driving during the convention are not reimbursed.
3. Stipend of \$100 cash for extra expenses during the convention
4. Shared hotel accommodation (two to a room) at the convention hotel for the nights of the convention only. (Extra nights are at the expense of the Scholar at a rate of 150% of the room rate)

NOTES:

- 1) Meals
 - a) Many meals are included with the convention schedule
 - b) The cash stipend is intended to help defray the cost of other conventions meals
- 2) Airport parking
 - a) Scholars are encouraged to use the least expensive option at their departing airport
 - b) Mileage is never reimbursed
- 3) Air, bus, train fare
 - a) Scholars are encouraged to find the least expensive fare with a reasonable schedule for arrival prior to the convention and departure from the convention city. OHS reimburses the cost for coach fare only. Upgrades to travel are at the expense of the Scholar. Costs associated with missed flights or connections are not reimbursed by OHS.
 - b) Airport transfer
 - i) The least expensive option should be used. Where airport transfers are available via public transport, this will be the reimbursed amount provided by OHS. Sharing of transportation is encouraged.
- 4) Single room occupancy can be purchased for 150% of the room rate per night.

REIMBURSEMENT - In order for Biggs Scholars to receive reimbursement of expenses the following protocol must be followed accurately and timely.

- 1) Original receipts and/or copies must be submitted in **one PDF file** sent to bobbiemorkin@comcast.net no later than fifteen days following the conclusion of the convention. For 2019, this date is **August 2, 2019** **Receipts must show clearly the vendor name, the total cost and the category as outlined above.**
- 2) One reimbursement check will be sent to the address provided no later than 30 days following the conclusion of the convention. **Receipts received after the deadline of August 2, 2019 will not be honored.**

EXPECTATIONS

- The Scholarship is for persons who have never been accepted as a Biggs Scholar before.
- Biggs Scholars must arrive in time for the opening events and stay through the closing events of the convention. Biggs Scholars are expected to participate in all scheduled activities and to attend special sessions during the convention. Failure to attend the entire convention will result in a reduction of the reimbursement available for the scholarship.
- All Biggs Scholars will share a hotel room with another Biggs Scholar.
- Application for a Biggs Scholarship and three letters of recommendation are to be submitted online. Letters of recommendation should not be received before the application.
- The deadline for all application materials including letters of recommendation is February 28
- An email notification is sent when the application is received as well as when each letter of recommendation is received. It is the applicant's responsibility to ensure that all materials are received on or before the deadline.
- All Biggs Scholars applicants will receive notification not later than March 15, 2019. Successful applicants will have one week to accept the award.