

CALDWELL NIGHT RODEO
FOUNDATION

Caldwell Night Rodeo Foundation

Scholarship Program Manual

A standardized framework for administering annual scholarship programs.

1. Program Overview

The Caldwell Night Rodeo Foundation administers an annual scholarship program to support students pursuing education aligned with agriculture, livestock, rodeo, and western heritage traditions. This manual establishes a consistent, repeatable framework for administering the program.

2. Annual Configuration

Each year, update the following fields: Scholarship Year, Application Deadline, Award Notification Date, Number of Scholarships, and Award Amount. These updates ensure clarity and consistency for applicants and administrators.

3. Program Purpose (Standard Language)

The Caldwell Night Rodeo Foundation is dedicated to preserving and promoting the Western way of life by supporting students who demonstrate an interest in agriculture, livestock, rodeo, and western cultural traditions. This language should remain unchanged each year.

4. Application Process

Use the standardized fillable application form. Maintain structure and formatting consistency. Only update year-specific information. Distribute via website, email, or direct outreach.

5. Submission Management

Collect applications through a centralized method (PDF submission or Google Form). Store all submissions in a structured annual folder system to ensure organization and accessibility.

6. Evaluation Criteria

Applications should be evaluated using consistent scoring categories: Clarity of Goals, Alignment with Program Purpose, Essay Quality, Character and Community Involvement, and Overall Impression. Use a 1–10 scoring scale for each.

7. Review Workflow

1. Collect applications 2. Assign reviewers 3. Score independently 4. Compile results 5. Conduct final selection meeting 6. Notify recipients

8. File Structure

Establish an annual folder system including Application, Submissions, Review Committee, Awards, and Archive folders to maintain organization.

9. Communications

Use standardized templates for program announcement, reminders, and award notifications. Maintain consistent tone and branding.

10. Version Control

Maintain master templates for the application, scoring sheet, and cover materials. Duplicate annually rather than editing originals to preserve integrity.

11. Continuous Improvement

At the conclusion of each scholarship cycle, review feedback from applicants and committee members to refine and improve future program administration.