

## 2018 Petroleum Landmen's Association of New Orleans (PLANO) Scholarship Process & Timeline

1. Student's Applications;
  - a. By March 9, 2018, applications will be emailed to university program coordinators to publicize to qualified students. An application will also be posted on PLANO's website.
  - b. Qualified students will complete application package (application form, essay, transcripts).
  - c. Applications are to be neatly typed or printed in English.
  - d. No application will be returned to students.
  - e. Application is to be signed by student & dated.
  - f. Application is also to be signed by program coordinator.
  - g. Completed applications are to be returned to PLANO **on or before April 20, 2018**, either scan/email or hard copy, with preference on scan/email - email & mailing address are indicated on the application
2. PLANO Scholarship Committee;
  - a. April 20 – May 14, 2018 application review.
  - b. May 7 – May 14, 2018 student interviews, via phone, if necessary.
  - c. May 15 – May 31, 2018 - recommendations will be made to PLANO Board for approval
3. PLANO Board approval & student notifications prior to May 31, 2018.
4. Announcement of the scholarship recipients at PLANO's June, 2018 Annual Awards Luncheon. Students and Coordinators are welcome (but not required) to attend, but at their own expense.
5. PLANO scholarship payments to be made prior to August 2018 directly to student's university, through the program coordinator, for disbursement to student.