Wendi Allen Scholarship Program

Operations Manual

Updated June 26, 2023

This operations manual establishes guidelines for the continued function of the Wendi Allen Scholarship Program.

Purpose of the Scholarship. The Wendi Allen Scholarship Fund awards funding to encourage women from the general public as well as SCCA's Solo community to become more successful drivers and contributing members of the SCCA at a Regional, Divisional, and National level. Named and established by the family of Wendi Allen, the scholarship honors the multi-time Solo National Champion who loved and supported SCCA's autocross community. The Scholarships are now funded primarily through the SCCA Foundation.

Management of the Scholarship Program. Effective January 1, 2023, the Wendi Allen Scholarship Program will be managed by the SCCA Foundation through its Women on Track subcommittee. Prior to this time, the program was managed by SCCA staff in the Solo Department. The selection process has been handled by a committee of championship-winning women SCCA members ("Selection Committee"). It is intended for that committee structure to continue, with the Selection Committee chair reporting into the SCCA Foundation through the Women on Track subcommittee.

Scholarship Award Components. Historically the award has been made to three women each year, with two funded by the SCCA Foundation and one funded by Mazda earmarked for a female driver of a Mazda product. The amount of the cash award and the number of awardees may be changed from year-to-year with the advance consent of the SCCA Foundation.

The core award for Foundation scholarship recipients is a grant of $1,500 for each awardee which is to be used to offset travel and other expenses incurred to attend Tire Rack National Solo events during the year. Unless otherwise approved by the Foundation Board in advance, the amounts will be paid out after receipts are submitted documenting expenses for the year up to the award amount. In addition, the SCCA has been waiving entry fees to Tire Rack National Solo events for the award winners. The award winners should also be connected with a mentor designated by the committee to assist in development as a driver and club leader. The Foundation may also supply decals, shirts, or other promotional materials in support of the award recipients.

Award Selection Committee. A minimum of five women should serve on the Selection Committee with more members added if needed based on the volume of nominations in a given year. The chairwoman of the committee who is recommended/chosen by the scholarship Selection Committee and WOT committee shall be approved by the SCCA Foundation Board of Directors. She will be responsible for recruiting the other members of the committee and reporting the final committee composition to the Foundation Board. The members of the committee should be comprised of past National Solo Champions, past recipients of the scholarship, or other drivers of distinction in Solo. Membership on the committee should rotate on a three-year schedule, with the initial members staggering their terms to help with continuity of experiences members from year to year.

Annual Schedule for Scholarship Process. Typically, *the nomination process should open by November 1 and be completed by December 15.* A communications plan should be established with the SCCA Marketing Department to promote the nomination process and the identification of nominees. The goal should be to have all nominations in the hands of the selection committee by the end of December so that awards can be *announced by the end of January*. This timing will allow winners to plan the Tire Rack National Solo events they will attend that year, taking into account the likely publication dates for that year's National events, the need for drivers to apply for vacation time, the need to make travel reservations, and other considerations.

Nomination Acknowledgements and Post-Award Communications to Non-Awardees. The Selection Committee should ensure that an acknowledgement of each nomination received is sent to the person who submitted the nomination (this can be an automated process). After the awardees are announced, the Selection Committee should send a note (by mail or e-mail) to each person who was nominated, congratulating them for having been nominated despite not being selected for a scholarship, and encouraging their ongoing participation in the club. The Selection Committee is encouraged to work with the Women on Track committee to explore opportunities to recognize nominated women club members in other ways, such as profiles in SportsCar, on the SCCA web page, and on-line webinars (for example).

Notification of Awards and Awardee Scholarship Contracts. The Selection Committee chairwoman should coordinate with the SCCA Marketing staff and Solo Department leadership to contact each awardee to announce their selection. Each awardee must sign and return a Scholarship Agreement which has been prepared by the Foundation Board (example attached). It acknowledges their obligations to meet the program requirements as a condition of receiving the cash award. The awardee should also be connected with their mentor for the year.

Scholarship Payment Process. Except for exceptional circumstances approved in advance by the Foundation Board, no scholarship awards will be paid out in advance. The awardees must submit receipts documenting the expenses incurred to attend Tire Rack National Solo events during the award year. For administrative simplicity it is preferred this take place at the end of the season, but if necessary for financial reasons, the payouts may be done on a per-event basis.

Yearly Review of Program Impact. At the conclusion of the year's Tire Rack National Solo season, the Selection Committee chair should work with the Women on Track committee to prepare a report for the Foundation Board on the results of that year's scholarship program, summarizing the resulting driver participation and confirming the scholarship amounts that were paid for the year. The report should include a requested budget for the next year's scholarships.

Fundraising for the Scholarship. Between awards being granted and the next nomination windows, the Selection Committee is encouraged to work with the Foundation Board and Women on Track committee to advance fundraising ideas to replenish the scholarship fund, ensuring the long-term sustainability of the program to help women engage as SCCA members