The Scholarship Chair acts as the liaison between the Parents' Club and the University Office of Financial Aid and the Student Scholars. The University makes all decisions as to student eligibility and award recipients.

The Scholarship Chair contacts the University for information about and contacts for the students who have received the Parents' Club Scholarships. This information should be available in January. The students are then contacted by the Chair and are invited to each attend a monthly meeting and introduce themselves. Ideally, they would visit a meeting held in Tressider. The Chair explains what is expected of the student and confirms their attendance. If possible, the Chair will meet the students prior to their visit. The Chair introduces the students at the meetings and thanks them for their time.

The Club President invites the University Fund Manager address the Club at its annual Holiday Luncheon.

The Scholarship Chair is a member of the Board and attends monthly Board meetings.