

## MUSIC EXECUTIVE CHECKLIST

### TAMS Clara Freshour Nelson Scholarship Application Process

**Reminder:** Monitor incoming freshman class for suitable TAMS Clara Freshour Nelson Scholarship nominees and engage faculty as necessary in the institution's internal selection process.

#### April 1

##### From Student:

- Completed scholarship *Application Form* saved as PDF  
(available online at [www.txams.org](http://www.txams.org))
- Brief essay written by student addressing educational & professional goals saved as PDF

##### From Music Executive:

- Transcript (all completed collegiate work) saved as PDF
- Letter written by executive verifying application authenticity & degree of financial need saved as PDF

##### From Faculty:

- 2 letters of faculty recommendation saved as PDF
- Performance audio recording (2-10 minutes) – MP3 audio file recommended

#### April 15 (postmark deadline)

- Send application material copied on 4 CDs to TAMS Executive Director
  - Completed *Application Form*
  - Student essay
  - Transcript
  - Music Executive letter of verification
  - 2 letters of faculty recommendation
  - Performance audio recording

##### All 4 CD copies must be:

- readable by standard cross-platform applications
- clearly marked with the name of the university/college and the name of the student nominee
- in a separate sleeve or jewel case

##### Send all scholarship material to:

Dr. James Lee, Executive Director, TAMS  
Department of Music  
Coastal Bend College  
3800 Charco Road  
Beeville, Texas 78102  
Email: [jleetams@gmail.com](mailto:jleetams@gmail.com)  
Web address: [www.txams.org](http://www.txams.org)