

# Policies and Procedures

## I. The Alumni Association Scholarship Program.

Enacted as an Amendment to the Bylaws on June 18, 2011.

Ratified as a Membership Approved Policy on \_\_\_10.17.2015\_\_\_.

### A. Scholarship Program Policy.

1. A portion of the funds acquired and held by the Association for the Scholarship Program shall be distributed annually to worthy graduates of Coleman High School for their use in continuing their education and the pursuit of a degree at the college or university level.
  - a. The Scholarship Program will be administered by the Scholarship Committee whose authority and structure is defined in the Bylaws, Article III, Section L. Paragraph 2.e, and whose activities shall conform with these Policies and Procedures to insure that an impartial and objective selection program is maintained.
  - b. The dollar amount of the Scholarship awards shall be set annually by the membership based on the availability of funds.
  - c. Payment of Scholarships shall be made by the Association Treasurer to the designated recipients as directed by the Scholarship Committee Chair.
2. The Association will award two (2) Scholarships each year: One to a graduating senior male and one to a graduating senior female, except when any of the following circumstances occur and alternate recipients are recommended by the Scholarship Committee and approved by a majority vote of the Alumni Council:
  - a. When all applications are from the same gender, the Association may choose to award scholarships to two individuals of the same gender, or to award only one scholarship.
  - b. When insufficient applications are received from either gender to allow the selection of a recipient of that particular gender meeting the established criteria, the Association may choose to award scholarships to two individuals of the same gender, or to award only one scholarship.
  - c. When none of the applicants of either gender meet the established criteria, the Association may solicit applications from the graduates of prior classes who are, or will be, enrolled in an accredited college or university, and award up to two (2) scholarships without regard to gender.
  - d. When any other anomaly in the quantity, character, or distribution of the applications compromises the Association's intent to award scholarships as set forth in Paragraph 2 above, the matter shall be referred to the Alumni Council for adjudication.
3. The Criteria for selection of the potential Scholarship recipients shall be based on the applicants having submitted verifiable information in their application that addresses the following:

- a. Their being prepared to continue their education at the college or university level as evidenced by the successful completion of appropriate high school coursework with a cumulative Grade Point Average that ranks in the top 20% of their class.
- b. Their completion of College Entrance Exams with a Minimum Composite (average) Score of 20 on the ACT (or equivalent).
- c. Their involvement in extra curricular activities and community service.
- d. Their need of financial assistance.
- e. Their ability to communicate, in writing, their past accomplishments, future goals, and their means of achieving those goals in a succinct and professional manner.

## **B. Scholarship Program Procedures.**

1. At the beginning of each year, the Scholarship Committee Chair shall assemble the Scholarship Selection Committee as stipulated in the Bylaws. If for any reason, it is not possible to get the full contingent of members from the 50th Year Anniversary Class to serve, the Scholarship Chair will select members from other classes to perform the duties of the Selection Committee. All Committee members shall be members in good standing of the Association.
2. The Chair will develop a schedule for the application and selection process, and make available to the High School administration such information and documents as may be needed for interested and qualified students to make a timely submission of their applications.
3. After all applications have been received by the Chair, the process of reviewing the applications and selecting the recipients shall commence.
  - a. The evaluation of each individual application by each member of the committee shall proceed utilizing the Alumni Council approved "Evaluator's Application Review Sheet", and the "Evaluator's Summary of Scholarship Application Evaluations" whose development has been demonstrated to ensure an impartial and objective consideration of each application based solely upon the data submitted in the application.
  - b. Should the Selection Committee become aware of any conflicting or inaccurate data on an application, whether that conflict or inaccuracy is inadvertent or intentional, that application shall be disqualified from further consideration.
  - c. Should a member of the Scholarship Selection Committee become aware that they are related to any applicant, or to any close business associate of the applicant, they shall disqualify themselves from service on the Selection Committee. The Chair shall replace the disqualified member with another member.
  - d. Applications received after the deadline established by the Committee shall be returned to the applicant unopened and accompanied by a letter stating the reasons for the Committees action.

4. Upon determination of the proposed recipients of the Scholarships by the Committee, the Chair will advise the Alumni Council, who shall then review and confirm the Committee's selections. Objections to any proposed recipient by a majority of the Alumni Council shall result in the Committee's further review of that recipient's selection and the naming of an alternate recipient if directed by the Alumni Council.
5. The Scholarships, in the amount set by the membership, shall be paid in two equal payments subject to the following conditions:
  - a. The first installment will be made in the Fall upon the recipient's having been accepted and enrolled as a full time student (minimum of 12 semester hours) in an accredited College or University in the pursuit of a degree.
  - b. The second installment will be made in the Spring upon the recipient's having successfully completed the first semester with a minimum GPA of 2.0 (on a 4.0 grading system) and subsequent acceptance and enrollment for the Spring semester. As in the Fall, the recipient must be enrolled in the Spring as a full time student (minimum of 12 semester hours) in an accredited College or University in the pursuit of a degree.
  - c. Failure of the recipient, for any reason, to successfully complete the first semester, and successfully enroll for the next semester, or otherwise fail to comply with stipulations of the award agreement, will result in forfeiture of any remaining part of the scholarship.
6. The unused portion of any forfeited Scholarship(s) shall be returned to the Association's Scholarship Fund Account.
7. Copies of the currently authorized "Scholarship Application Form", the "Evaluator's Application Review Sheet", and the "Evaluator's Summary of Scholarship Application Evaluations" are attached and are incorporated into these adopted procedures by reference.