

# **The Paul and Margaret Yoder Scholarship Program**

## **Application Procedures**

September 2007

### **1. Eligibility:**

- a. Only residents of the Hickory Nut Gorge area will be considered for scholarships or other education-related assistance (see excerpts from the 501(c)3 application).
- b. Criteria for assistance include:
  - i. Demonstrated ability to learn
  - ii. Demonstrated seriousness of intent to learn
  - iii. Financial need
- c. Applications may be granted to present and would-be students of all ages, generally for study in the college or community college environment, though applications for other educational avenues may also be considered.
- d. Students who have received scholarships in one semester will be considered priority candidates for scholarship renewal in the next semester, so long as their grade point average remains at or above 2.0. Grade point averages below 2.0 may be approved for renewal where there are mitigating circumstances for the low grades and sufficient funds to support all applications.

### **2. Application Deadline:**

- a. The application deadline for each semester is no later than one week before registration for that semester.
- b. If more applications are expected than can reasonably be funded, an application evaluation subcommittee will be formed to choose the recipients. In this case, the application deadline may be set earlier to accommodate the committee's deliberations.

### **3. Announcement:**

- a. No later than one month prior to the beginning of a new semester, letters are sent to such groups as the following, announcing the scholarship opportunity and the application deadline, and enclosing a blank application form to be copied and distributed to those interested in applying. Groups receiving the letter may include:
  - i. Churches
  - ii. the library
  - iii. area high school guidance counselors
  - iv. other civic and social service organizations
- b. Announcements may also be sent to individuals who have requested application forms, or whom the committee has reason to believe may be good candidates for educational assistance.
- c. Announcements and forms are also sent to students who have received scholarships in the previous semester, alerting them to the deadline to apply for renewal of their scholarship for the next semester.
- d. Other means may be developed over time for getting the word out about the scholarship availability.

### **4. Selection:**

- a. The education committee chair collects and evaluates application forms as they come in.
- b. If the applications show clear learning ability and economic need, and sufficient funds are available to fund them all, the committee chair informs the committee of this fact, requests approval either by voice vote during a meeting or by email and then simply funds the applications without further ado. Email messages containing such votes are filed electronically and read into the minutes of the next committee meeting.
- c. If there is some question of an applicant's appropriateness for a scholarship, or if there are insufficient funds to support all the

applications, an application evaluation subcommittee is named to select those to receive scholarships.

- i. Informal selection procedures include selection committee review of the application forms that have been received, discussion, and a vote on those to receive scholarships.
- ii. More formal selection procedures must be established when, as noted above, more applications are received than can be funded. These more formal procedures must include review of blind copies of all received applications by an evaluation subcommittee.
- iii. A still more formal system of evaluation may be adopted when/if 15 or more applications are received. A review and selection procedure on file in the records of the old Kiwanis education foundation may be considered for this purpose.

**5. Funding the Selected Applications:**

- a. Checks are written by the Shepherd's Care treasurer to the financial aid offices of the institutions that the applicants have chosen to attend. The checks shall NOT under any circumstances be given directly to the students.
- b. Two letters are written for each scholarship recipient:
  - i. One to the financial aid office of the college where the student will attend, giving details of the scholarship and its management. The scholarship check is enclosed in this letter.
  - ii. One to the student receiving the scholarship, to announce their selection and provide instructions for presenting the letter to the appropriate college official to have the funds applied to their account with the school.

**6. Other educational funds distributions**

- a. A fund will be established within the educational committee account to be drawn upon for other than scholarship assistance to students from the Hickory Nut Gorge area.

- b. Distributions from this fund shall not be provided hastily or frivolously, but only in genuine cases of need, such as conditions that would prevent the student from attending school.
- c. As with scholarships, distributions from this fund will cease if the student's grades fall below 2.0, unless there are mitigating circumstances