

SCHOLARSHIP FUND GUIDELINES

Lexington Park United Methodist Church

Adopted with amendments on February 5, 2018 by the Trustee Committee

BACKGROUND:

In July 1995, \$10,000 was given to LPUMC in memory of Don Weaver. Don had received a \$10,000 government grant during the 70's and earned a master degree in the mental health field. After his death, his parents wanted to "pay back" the blessing they received years earlier so gave a \$10,000 scholarship to LPUMC. Education was very important to this family. The money was invested in CDs and in 2011 we had approximately \$17,000.

COMMITTEE MAKE-UP

The Scholarship Committee functions as a sub-committee to the Trustee Committee. Recommendations made by the Scholarship Committee for changes in the Scholarship Fund Guidelines must be approved by the Trustees. The Scholarship Committee shall be made up of at least 3 active church members recommended by the Trustee Committee in consultation with the lead pastor. The Scholarship Committee shall be updated as needed.

A. Mission:

The committee seeks to award scholarships to active confirmed members of the congregation who are at least 17 years old and who are seeking to further their education.

B. The Scholarship Fund

1. One-time scholarships will be awarded to all qualified candidates not to exceed the amount of \$500 until all funds are depleted.

2. Scholarship payments shall be sent directly to the institution for the applicant's education expenses that are billed through the school. It is the responsibility of the recipient to provide the church office with the address of the college financial department and the student ID number before the payment will be sent.

C. Scholarship Committee.

1. Conflict of Interest. It is not a conflict of interest for a student who is related to a committee member to apply for and/or receive a scholarship. However, it is a conflict of interest for a committee member who is related to a student to participate in the deliberations concerning scholarships when his or her relative is a current applicant. For the purposes of this policy, "related to" or "relative" mean a married spouse, parent, child, grandchild, aunt, uncle, niece, or nephew of a committee member. Committee members who are related to an applicant shall recuse themselves from all scholarship deliberations regarding their relative's application.

2. Confidentiality. The committee declares that the following items are confidential:

- a. All scholarship applications and materials received from applicants in support of their applications;
- b. The identity of rejected applicants;
- c. The committee's confidential records shall be retained for no more than 1 year before being destroyed. The church office will maintain a permanent list of recipients to assure members receive only one award each.
- d. Publicity. The names of scholarship recipients shall be publicized to the congregation.
- e. Scholarship Decisions are Final. The scholarship decisions made by the committee are final.

D. Scholarship Calendar.

In recognition of the fact that educational endeavors may be undertaken at various times throughout the year, applications for our one-time scholarships will be received throughout the year. Applicants must allow 30 days for the Committee to process their application and should not expect an award earlier than 30 days from the date their full application packet (all parts a -f listed in section E below) is received in the office.

E. Application Process.

1. Application. A complete application using the format provided shall include the following: (PLEASE limit your application to only the requested information).

- a. Applicants must personally fill out the application.
- b. Applicant must be an active confirmed member of Lexington Park United Methodist Church (LPUMC).
- c. Letter of acceptance from a college, university, trade school or other post-secondary school indicating enrollment.
- d. One letter of reference attesting to the applicant's character, scholarship and/or citizenship. This letter may be from a teacher, guidance counselor, principal, dean, school administrator, coach, youth worker, academic advisor, employer, volunteer group leader or any person the applicant regards as a mentor.
- e. One letter of reference from a pastor or from the director of youth ministry attesting to the applicant's participation in the life of the congregation.
- f. Applicant's signature.

F. Revisions to the Resolution.

1. Revisions to this document can be made at any time throughout the year but may not be made while any applications are under active consideration.



LPUMC Scholarship Application

Please complete all sections of the application.

NAME:

Home Address:

Home Phone Number:

Email Address:

- a. When did you join LPUMC? (Date can be obtained from church office.)
- b. Describe how you've been active in LPUMC:

- c. State of your career and education goals:

Required Attachments:

1. **Letter of Acceptance** from a college, university, or other post-secondary school, or statement of guarantee of acceptance.
2. **Letters of Reference** (1 from Pastor/youth ministry director and 1 from teacher, counselor, principal, coach, etc.)

Applicant's Signature _____

Dated: _____

SEAL YOUR APPLICATION AND ATTACHMENTS IN A 9" x 12" ENVELOPE ADDRESSED TO "CHAIR, LPUMC SCHOLARSHIP COMMITTEE". DELIVER YOUR ENVELOPE TO THE CHURCH OFFICE.