

SCHOLARSHIP FUND GUIDELINES

Lexington Park United Methodist Church

Adopted by the Scholarship Committee on August 16, 2011

Adopted with amendments on September 5, 2011 by the Trustee Committee

PREAMBLE

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 is very important to this family. The money was invested in CDs and we currently have around \$17,000.

COMMITTEE MAKE-UP

The current SCHOLARSHIP COMMITTEE (2011) was formed at the request of the Trustees and composed of the following: Connie Wells, Trustee Lead; Cindy Williams; and Bill Pinnell. The Committee was tasked to develop different scholarship options for the money given to the church.

Future SCHOLARSHIP COMMITTEES shall be appointed yearly by the Trustees.

SCHOLARSHIP FUND MANAGEMENT

Management of the Scholarship Fund is the responsibility of the Trustees or of a sub-committee they choose to designate.

IMPLEMENTATION DATE

The first scholarship will be made available in 2012 and yearly thereafter as funds are available.

A. General Statements:

1. **Mission:** The committee seeks to award scholarships to members of the congregation and/or active attendees who are good scholars, active Christians, leaders, and good citizens of the community.
2. **Merit-Based Scholarships:** The committee will award scholarships on the basis of merit, not need, for the following reasons:
 - a. For need-based scholarships, accredited colleges and universities require the use of the FAFSA form. The FAFSA is the U.S. Department of Education's "Free Application for Federal Student Aid." <http://www.fafsa.ed.gov> The FAFSA form requires the applicant and his or her parents or legal guardians to disclose a great deal of confidential information (tax returns, W2's, records of untaxed income, current bank statements, current mortgage information, business and farm records, records of stocks, bonds, and other investments, Social Security benefits, retirement accounts, and other private documents). The committee is not presently equipped to handle and safeguard such confidential data nor is the committee presently in a position to evaluate such data for 'need'.
 - b. Since the policies in this resolution do not prohibit applicants for post-secondary technical schools or trade schools from receiving scholarships, and, since many technical schools or trade schools do not utilize the FAFSA form, the committee would have no practical way to

evaluate need-based scholarships between applications to accredited colleges or universities and technical schools or trade schools.

- c. For merit-based scholarships, the committee is able to determine merit using the criteria contained in this resolution.

B. The Scholarship Fund:

1. Dollar Amount of the Annual Scholarship Fund. How much scholarship money given each year is dependent on qualified applicants but no more than \$1,000 will be given in any given year.

2. Number of Scholarships. Until a better system presents itself to the committee, the committee chooses not to set a predetermined number of scholarships to be awarded each year. The number of scholarships will be determined by varying factors: the number of applicants; significant differences in the preference points of applicants in the eligibility pool; and the impact of the committee's stated goals for minimum and maximum awards.

3. Limits on Amount of Each Scholarship. Until the Scholarship Fund has more funds for scholarships, each recipient shall be limited to one scholarship award from the Scholarship Fund. That award will typically be given for the first year of college but may be awarded to a first-time recipient for a second or later academic year.

- a. Minimum amount will be \$500 per recipient

- b. Maximum amount will be \$1,000 per recipient

4. Scholarships for Tuition. Scholarship payments shall be sent directly to the institution for the applicant's tuition.

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 in that year and shall excuse themselves from the meetings during such deliberations. After discussing a perceived conflict with the committee, a committee member may recuse himself or herself from scholarship deliberations for any perceived conflict of interest. A committee member may be counted toward a quorum before recusal.

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 exact amounts of scholarship awards; and
- d. The records of the committee deliberations on individual applications.

The committee's confidential records shall be retained for 1 year before being destroyed.

- 3. Publicity. The names of scholarship recipients shall be publicized to the congregation.
- 4. Scholarship Decisions are Final. The scholarship decisions made by the committee are final.

D. Scholarship Calendar.

February 1: first day that applications may be submitted to the church office.

May 15: DEADLINE for submitting applications to the church office.

June 1: date that the committee determines the total amount of funds available for the scholarship pool in that year.

June 15: committee completes deliberations and notifies noncontingent recipients of their awards; awards made at a Sunday service as soon as practicable thereafter.

August 1: final deadline for contingent applicants to submit their letters of acceptance.

E. Application Process.

- 1. Application. A complete application shall include the following:
 - a. Application in the form attached to this resolution as an exhibit.
 - b. Applicant must be an active member or active attendee of Lexington Park United Methodist Church (LPUMC).
 - c. Letter of acceptance from a college, university, or other post secondary school indicating full time enrollment. ("Full time enrollment" is defined as a course load of 12 or more credits per semester.)
 - d. A certified copy of the most recent high school transcript showing cumulative GPA and showing ACT and/or SAT score(s); an ACT or SAT score is not required if the applicant's school does not require either of those tests for admission.
 - e. Three letters of reference attesting to the applicant's character, scholarship and/or citizenship. These letters may be from a teacher, guidance counselor, principal, dean, school administrator, coach, youth worker, academic advisor, employer, volunteer group leader or any person applicant regards as a mentor.
 - f. A 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.

- g. Applicant's signature.
- h. Attestation of one of applicant's parents or guardians unless the applicant has reached the age of 18 and declares that he or she is emancipated from his or her parents or guardians. (Emancipated for the purposes of this policy, means that the applicant is no longer a dependent of the parents or guardians.)

F. Eligibility Pool.

1. Eligibility Prerequisites. Applicants will be first separated into eligible and ineligible groups. Ineligible applicants will not receive scholarships. Available scholarship funds will be granted to eligible applicants who qualify for participation in the pool based on these eligibility prerequisites:

- a. Complete Application. A complete application, using the form attached to this resolution together with the supplemental documents described in the application must be received at the church office no later than May 15.
- b. GPA. The applicant must demonstrate a cumulative Grade Point Average (GPA) of 2.50 or higher on a 4.0 scale in high school.
- c. Letter of Acceptance. An applicant may request to be placed in the eligibility pool as a contingent applicant if the applicant is confident that a letter of acceptance will be received before August. The committee may place a contingent applicant in the eligibility pool and make a scholarship award contingent upon receiving the applicant's letter of acceptance by August 1. If a contingent applicant does not submit the letter of acceptance by August 1, the amount of money reserved for the contingent applicant's scholarship shall be made available to any remaining applicants.

Applicants meeting these eligibility requirements will participate in the pool of scholarship funds for that year.

G. Preference Point System.

Amounts of Scholarships Determined by Preference Point System. Preference points will be used to determine the portion of the available funds to be awarded to each eligible applicant. The total available scholarship fund in a given year will be prorated among the eligible applicants using the preference points to determine each eligible applicant's percentage of the fund. The numerator for each eligible applicant shall be the total of that applicant's preference points. The denominator for all fractions shall be the total of all eligible applicants' preference points.

Numerator: individual applicant's points

_____ = %

Denominator: total of all applicant's point

Each eligible applicant shall be awarded points based on the following criteria:

<u>Criterion</u>	<u>Points</u>
1. Grade Point Average – Ten times GPA..... (GPA of 3.5 x 10 = 35 points)	X
2. Acceptance at Methodist college and the Applicant’s statement of intent to matriculate at and attend that college	4
3. Acceptance at a 4 year college or university Leading to a bachelor’s degree.....	4
4. Acceptance to a 2 year college or university Program leading to an associate’s degree.....	2
5. Five points for each full year of activities at Lexington Park United Methodist Church During high school up to a maximum of 20 Points for this category.....	5x
6. One point for each full year of activity during High school in a civic or community service Organization, a charitable organization, or Scouting.....	1x
7. One point for each academic honor earned in High school (e.g. each honor roll listing is one Point; each recognition other than honor roll Is one point).....	1x
8. One point for each point in excess of 20 on the ACT test	1x
9. One point for each 16 points in excess of 1440 On the SAT test.....	1x
10. Ten points for being a National Honor Society member.....	10
11. One point for each leadership position held During high school (e.g. class officer, club Officer, team captain).....	1x
12. One point for each letter earned for a high School sport and activity.....	1x

H. Payments.

1. Payments Directly to College or University. The committee will pay scholarships directly to the recipient's college, university or school business office. Scholarship recipients will not receive monies directly from the committee/church. Scholarships will be paid for the fall term.
 - a. Committee Discretion.
 - a. Discretionary Adjustments. This Continuing Resolutions is the Committee's heartfelt work to create fair and objective standards to guide its decisions about the administration of the scholarship program. The committee reserves the right to make ad hoc adjustments, revisions, or additions to the stated objectives for those circumstances or factors that might have been omitted or not considered in the adoption of this resolution. If, during the consideration of applications:
 - i. The committee finds information in an applicant that, while deemed meritorious, was omitted from the information required in an application; and,
 - ii. The committee finds that the meritorious information is likely to influence the committee's decision about scholarships;
then the nature of the information shall be communicated to all applicants with the request that, if the same meritorious information is applicable to them, they have an opportunity to modify their applications. The committee shall make ad hoc adjustments to the scholarship calendar to accommodate such circumstances.
2. Revisions to the Resolution. In fairness to the applicants in a scholarship year, the committee will not make changes to this resolution after the deadline for submitting applications and before the scholarship are awarded.

LPUMC Scholarship Application



Please complete all sections of the application. **The deadline for submission is MAY 15**

SECTION 1 – APPLICANT’S DATA

NAME:

Home Address:

Home Phone Number:

Email Address:

Parents’/Guardian’s names:

SECTION 2 – PREFERENCE POINTS (Additional pages may be used if necessary; please identify which question is being addressed.)

a. Statement of your career and education goals:

b. List and describe each full year of activity at LPUMC during high school. (Check the Grade Level boxes to the right for each year that you were involved in that activity.)

9 10 11 12

f. Is there are other information about your high school years that will help the Committee understand you and your application? Circle one: Yes or No

Required Attachments:

1. A certified copy of your most recent **high school transcript** showing cumulative GPA and showing ACT and/or SAT score(s).
2. **Letter of Acceptance** from a college, university, or other post-secondary school indicating full time enrollment.
3. **Letters of Reference** (1 from Pastor/youth ministry director; 3 from teachers, counselors, principals, coaches, etc.)

Optional Attachments: (Do not submit originals.)

4. Copies of academic awards
5. Copies of leadership awards (e.g., Eagle Scout)
6. Copies of certificates attesting to civic, community, charitable, volunteer activities.

Applicant's signature _____ Dated: _____

Parent or guardian'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.