

STEILACOOM HISTORICAL EDUCATION FOUNDATION
Scholarship Awards Policy
(As of July 2018)

Purpose - This policy is designed to help the Board members of the Steilacoom Historical Education Foundation (SHEF) identify the Scholarship Awards procedures.

Procedures -

- 1) The scholarship program for Steilacoom Historical Education Foundation will open on January 31st and close on April 1st. Students will complete the Student Profile in ChapterNet accessible via our web site (shef.dollarsforscholars.org).
- 2) All award selections are based exclusively on a ranked combination of need and merit, according to scholarship criteria.
- 3) The awards will be open to any graduate of the current graduating class of 20xx, regardless of the type of postsecondary education program they will attend so long as the school is accredited. Students must either be graduated from the Steilacoom High School or graduated from a community college after participating in a "Running Start" program that has been paid for by the Steilacoom Historical School District.
- 4) The Awards Selection Committee will score all applications as directed by the Awards Selection Committee chair, using the point system outlined by Scholarship America's Dollars for Scholars office. All awards will be determined on an anonymous and non-discriminatory basis.
- 5) All gifts to Steilacoom Historical Education Foundation of \$750 or more may become a named scholarship. The award will carry the name of the donor or of the individual/organization designated by the donor, unless the donor specifies it as an anonymous donation (i.e. the Jane Smith Scholarship, the Lions Club Scholarship, etc.). Gifts may result in annual or one-time awards as determined by a written agreement with the donor.
- 6) Steilacoom Historical Education Foundation's minimum award will be \$750 and no maximum. If a specific donor or endowed fund is able to provide more scholarship dollars, multiple recipients and/or renewable awards will be discussed as an option with the donor. The chapter will remain open to larger size awards upon request of the donor.
- 7) Awards will be presented to recipients at the Senior Awards Night program. A check will be mailed to their institution of choice upon completion of the Scholarship Acknowledgement Form (SAF) and appropriate Thank You notes. SAF must be completed via ChapterNet by June 30 of the current calendar year. A recipient award letter indicating who to thank will be sent to each recipient with a reminder of the June 30 deadline.
- 8) Award deferral process: Any student postponing postsecondary attendance due to personal circumstances or military service may have up to two (2) years to use their award. The student must notify the Steilacoom Historical Education Foundation by June 30th of the current year. If funds are not committed by the end of two (2) years, they will be placed back in the scholarship rotation and made available to another student. Awards may also be held to accommodate

adjustments to the Financial Aid package, if Steilacoom Historical Education Foundation is notified by the August 1st deadline. Any student postponing postsecondary attendance due to personal circumstances or military service may have up to two (2) years to use their award. This is only if the student properly notifies Steilacoom Historical Education Foundation by September 1st of the current year. If there is a deferral, the scholarship balance will be held in the Scholarship Overflow Account of SHEF.

- 9) This Scholarship Awards Policy may be reviewed annually by the Awards Selection Committee prior to the start of Steilacoom Historical Education Foundation scholarship cycle. The committee chair shall submit any changes/updates to the Steilacoom Historical Education Foundation Board of Directors for approval and shall notify Scholarship America within ten (10) days of any approved changes. All changes/updates to the document, along with the vote of the Board of Directors, will be documented in the Steilacoom Historical Education Foundation's meeting minutes.

Exceptions - Any exception to this policy must be approved by a majority vote of the Board of Directors of the Steilacoom Historical Education Foundation