



## 2. **COMMUNITY AND VOLUNTEER SERVICES**

List all community service and volunteer activities in which you have participated 'without pay' during the past 4 years (ie. Red Cross, church youth group, volunteer at nursing home, recycling project, city or chamber events, etc.). Indicate all special awards and honors. List all leadership positions and offices held. Check the academic years during which you participated.

| Community Service | 9 | 10 | 11 | 12 | Special Awards/Honors/Leadership | 9 | 10 | 11 | 12 |
|-------------------|---|----|----|----|----------------------------------|---|----|----|----|
|                   |   |    |    |    |                                  |   |    |    |    |
|                   |   |    |    |    |                                  |   |    |    |    |
|                   |   |    |    |    |                                  |   |    |    |    |
|                   |   |    |    |    |                                  |   |    |    |    |
|                   |   |    |    |    |                                  |   |    |    |    |

## 3. **EMPLOYMENT**

List all jobs you have held during your high school years. Check the academic years during which you worked.

| Job Title | 9 | 10 | 11 | 12 | Employer | School / Summer<br>Hours Worked |
|-----------|---|----|----|----|----------|---------------------------------|
|           |   |    |    |    |          |                                 |
|           |   |    |    |    |          |                                 |
|           |   |    |    |    |          |                                 |
|           |   |    |    |    |          |                                 |

### **\*\*ATTACH TO THE APPLICATION\*\***

Write a brief essay about yourself, your goal(s) for the future and how would this scholarship help you.  
(Up to 200 word essay)

Crandall Chamber of Commerce will award (10) \$500.00 scholarship awards to graduating high school seniors

(6) Merit Scholarships to those with an overall excellence to their studies and activities combined

(2) Perseverance Scholarships to those who have persevered in his/her studies despite facing some tough obstacles

(2) Community Service Scholarships to those that has given his/her time to their community

## **CERTIFICATION**

In submitting this application, I certify that the information provided is complete and accurate to the best of my knowledge. Falsification of information will result in termination of any scholarship granted. This application becomes the sole property of the Greater Crandall Chamber of Commerce.

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_



## Scholarship Policy and Procedures

### Introduction

The Greater Crandall Chamber of Commerce ("the Chamber") holds and administers funds (the "Funds") that provide scholarship to high school seniors. These scholarships enable the recipients to complete an undergraduate or graduate education in the field of their choice at the college or graduate school of their choice. The Chamber may also hold and administer certain Funds that make grants to secondary schools for students to attend various educational programs or to institutions of higher education for individuals to attend vocational or other training. Scholarships also may be awarded to pay for a course of study leading to a certificate or achieve a skill level, such as art or vocational school. Such scholarships may cover the cost of tuition and related expenses. The Chamber has established the following policy and procedures pursuant to which grants will be awarded from all scholarship funds, including where donor/advisors have any advisory privileges or participation in the selection of scholarship recipients.

### Duties of the Scholarship Committee

The Scholarship Committee is responsible for approving the establishment of scholarship funds, general selection criteria used to determine award recipients, scholarship designees, renewal scholarship designees and disbursement of scholarship awards. No other governing body or external committee has control over scholarship funds or the award recipient selection process.

- Ensuring scholarship opportunities are publicized in widely available venues.
- Generating forms and documents related to the administration of scholarships.
- Receiving on-line scholarship applications.
- Confirming applicant eligibility.
- Preparing award medallions, certificates and attending award ceremonies.
- Publicizing, where appropriate, the outcome of the selection process.
- Preparing and corresponding with educational institutions.
- Documenting the recipient's enrollment at a post-secondary institution.
- Issuing payments exclusively to the finance or business office.
- Maintaining all scholarship correspondence and documentation.
- Assisting donors with scholarship information and award outcomes.
- Acting as a liaison in communicating with parents, students and educational institutions.
- Reviewing and updating scholarship best practices and legal requirements.
- Annually updating scholarship information, guidelines and reviewer information.

### Educational Institution

An institution that has a regular faculty, a curriculum, and an organized body of students in attendance at the place where the educational activities are held.

### **Qualified Expenses**

Certain expenses incurred in attending an educational institution. They are:

- Tuition and fees for enrollment and attendance.
- Course-related expenses – fees, books, supplies, and equipment required of all students for courses of instruction.
- University approved housing and university approved meal plans. Payments for expenses in this group are not exempt from income tax.

### **Scholarship Committee**

The Chamber Board will annually appoint all members of the Scholarship Committee charged with the evaluation of candidates for scholarships covered by this policy.

Every member of the Scholarship Committee must adhere to the relevant policies of the Chamber as they may be adopted and amended from time to time. Each member of the Scholarship Committee covered by this policy must disclose any personal knowledge of a relationship with any potential grantee under consideration and refrain from participation in the award process in a circumstance where he or she would derive, directly or indirectly, a private benefit if any potential grantee or grantees are selected over others. No individual may serve on the Chamber's Scholarship Committee if their relative is an applicant for a scholarship award.

### **Scholarship Grants Selection Criteria**

The criteria to be used in selecting scholarship recipients from a fund established at the Chamber must be based on criteria that are appropriate to accomplishing the underlying purpose of the scholarship.

Criteria for the scholarship grants may include, but not limited to, the following:

- High school senior who resides in the CISD boundaries;
- Applicant's parent(s) owns a business in the city of Crandall, TX and/or is a member of the Chamber of Commerce;
- Prior academic performance;
- Performance of each applicant on tests designed to measure ability and aptitude for educational work;
- Recommendation(s) from instructors of such applicant and any others who have knowledge of the applicant's capabilities;
- Additional biographical information regarding an applicant's career, academic and other relevant experiences, financial need; and
- The scholarship committee's conclusions as to the applicant's motivation, character, ability, or potential.

Criteria may also include the applicant's place of residence, past or future attendance at a particular school, past or proposed course of study or evidence of his or her artistic, scientific or other special talent.

Scholarship grants must be used for qualified educational expenses (see definition) at an educational institution (see definition). The Chamber will only pay Scholarship grants directly to the educational institution and only for qualified educational expenses on behalf of the scholarship recipient.

The Chamber reserves the right to impose additional, minor reasonable restrictions and/or requirements upon the awarding of Scholarship grants and the administration of such grants. Any substantial or material changes will be made only with approval of the Chamber Board of Directors.

***All Scholarship grants are awarded in May of the graduating year. Recipients have until March 30 of the following year to claim Funds.***

### **Application and Nomination Process**

Applicants for scholarships shall be required to submit such application forms and supporting materials as the Chamber may deem appropriate on a schedule to be determined by the Chamber.

### **Recovery of Unused and Misused Scholarship Funds**

The Chamber is not required to investigate the use of the scholarship grants paid directly to an educational institution unless the award is used to pay for something that is not a qualified educational expense.

- Recipients that withdraw from a post-secondary institution during an academic term, or after the completion of the first semester, are obligated to have the institution return any unused assets to the Chamber.
- Recipient that transfer from one institution to another with scholarship funds remaining must notify both their current financial aid office and the Chamber. The institution from which the student is leaving must refund the unused portion of the scholarship to the Chamber. Upon receipt of the current class schedule at the new institution, the Chamber will reissue a check for the remaining amount to the new institution.

Disciplinary or academic dismissal from an institution will result in forfeiture of the balance of the entire scholarship award. Recipients are obligated to notify the Chamber of their dismissal.

### **Recordkeeping Requirements**

The Chamber will maintain records with respect to all scholarships made to recipients. Such records will be maintained with the Chamber based on the current Document Retention Policy. Scholarship Grant records will include:

- All information the Chamber secures to evaluate the qualification of potential scholarship recipients;
- Specification of the amount and purpose of each scholarship based on separate award guidelines; and,
- Scholarship grants are available until the following end of March at which time funds are released for other scholarship recipients.

Information pertaining to unsuccessful applicants for awards shall be kept along with information on successful applicants.