

# BRENTWOOD ALUMNI ASSOCIATION

## SCHOLARSHIP PROTOCOL

### SCHOLARSHIP COMMITTEE

This committee shall be comprised of five members. Should any applicant be related to a Board or Scholarship Committee member said member shall abstain from discussions and voting in relation to that particular applicant. In the event a tie results because of this situation, the BAA Board shall make the final selection.

### PROCEDURES

Scheduling of presenting application forms to students will be dependent each year on time of school spring break and the April board meeting, so that all approvals are made and students can be presented scholarships at the May Awards. The Committee will require sufficient time to study applications, interview selected students and determine scholarship recipients.

It has been extremely helpful to meet with a school counselor for additional information and comments pertaining to each applicant.

Interviews can be scheduled at the school by the counselor. It is suggested committee members prepare questions prior to personal interviews so approximately 15 or 20 minutes will be sufficient time allowance per interview. Brentwood School District Privacy Policy must be followed when preparing these questions. (Copy attached.)

List of proposed scholarship recipients will be presented to the Board for final approval. This list should include brief comments as to merits of each student selected. It is also recommended that two alternate names be submitted should all students on the base list not be accepted.

### CRITERIA

The following criteria shall be considered when selecting students for scholarships.

- #1. Academics (3.0 or better grade average); strength of curriculum (college credits)
- #2. ACT score (minimum of 23)
- #3. Extra curricular activities
- #4. Financial need
- #5. Good citizenship/community service

### SCHOLARSHIP SPONSORS

There may be specific occasions, such as special reunions, when a class or other group may wish to sponsor scholarships. These funds will be deposited in BAA Scholarship Fund for distribution. These scholarships will be in addition to BAA scholarships and will be in equal amounts; i.e., no sponsor scholarship shall be for more than the BAA scholarship amount, as recommended annually by the BAA Finance Committee and approved by the BAA board.

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The group wishing to act as sponsor will be permitted to have one or two representatives attend the student interviews but will not be authorized to make scholarship selections, although the Scholarship Committee will consider their opinions and input. Full credit will be given to the sponsor group in presentation of awards and in publicity items.

BAA Scholarship Protocol shall bind sponsor representatives.

### **STUDENT NOTIFICATION**

Scholarship awards will be given on Awards Night, which is normally held at BHS in May of each year. Until that time student names will not be publicized. Under no circumstances should any member of the BAA Board or Scholarship Committee or representative of a sponsor group contact a student to discuss reasons for acceptance or non-acceptance of application.

Students selected for awards shall also be notified in writing by the Chairman that monies will be deposited into their individual accounts at the school of choice, to be used for educational purposes only; i.e., books, class fees, etc. Under no circumstance is the money to be given directly to the student. Students shall also be notified that the scholarship money is to be deposited no later than December 31<sup>st</sup> of the following year, at which time it would revert back to the BAA Scholarship Fund.

### **CHAIR DUTIES**

In addition to scheduling and coordinating required meetings of the Committee, the Chair shall be responsible for delivering a sufficient supply of Scholarship Application forms to the school counselor and shall be responsible for copies of the completed forms to be delivered to each committee member. Members shall study applications, select those to be interviewed and based on criteria above and interviews shall determine scholarship recipients. These applications, together with two alternates, shall be submitted to the Board for final approval. (NOTE: Should the Board not accept one of the finalists, an alternate may be selected as replacement. The Board will also make a final selection in event of a tie situation as described under SCHOLARSHIP COMMITTEE.)

After formal award presentations, Chair shall send a congratulatory letter to each scholarship recipient, giving instructions for notifying the BAA Treasurer for deposit of the funds to individual school account. The letter should also repeat the applicable conditions listed under STUDENT NOTIFICATION.