

# PELHAM COMMUNITY SPIRIT, INC.

## Community Spirit Scholarship Policies

This document provides an overview of the Pelham Community Spirit, Inc. Scholarship selection process.

**General:** The scholarship application provides a description of selection criteria, a list of materials the applicant **MUST** supply in order for the application to be considered complete and qualified for consideration by the Selection Committee. To the greatest extent possible, the process of selecting a recipient for the scholarship shall be “blind.”

**Timeline:** The Application shall have a specified due date printed on it. Thereafter, the application shall be evaluated in a timely manner, and the scholarship shall be presented at a date and time determined by the Executive Committee. Scholarship Funds shall be transferred to the recipient at the time of the presentation of the scholarship or at a later time, depending on the terms of the institution.

**Applicants:** General requirements are described within the application for the scholarship. Any application which does not adhere to the requirements as stated in the application shall be automatically disqualified, and as such, the application shall not be given consideration by the Selection Committee. The immediate family members and grandchildren of the following individuals are not eligible for any scholarship awarded by the Pelham Community Spirit, Inc., in a particular year:

- ◆ Individuals directly involved in the selection process, including the current screener and
- ◆ Current members of the Scholarship Selection Committee;
- ◆ Current members of the Board of Directors of the Pelham Community Spirit, Inc.

**Scholarship Selection Committee:** The primary responsibility of the Selection Committee is to evaluate the applications received for scholarship awarded by the Pelham Community Spirit, Inc., and to select the recipients for the scholarship. The Committee shall also publicize the availability of the scholarship when appropriate,

notify recipients about their selection for the scholarship and publicize the recipient's selection for the scholarship in the media. The Committee shall make recommendations to the Executive Committee in regard to any changes to the scholarship applications and/or the policies that govern the overall management of the scholarships.

**Members of the Selection Committee:** Selection Committee Members shall be appointed by the Executive Committee of the Pelham Community Spirit, Inc., for one-year renewable terms. Members should have little knowledge of and or contact with the pool of applicants. The Selection Committee shall have an odd number of voting members, with a minimum of three. In addition to appointed members, a member of the Executive Board of the Pelham Community Spirit, Inc., shall be an *ex officio* member of the Committee so the Executive Board may be kept informed of the Selection Committee's progress and issues that may arise. The *ex officio* member will not have a vote on any motion considered by the Selection Committee. The Selection Committee shall elect a Chair person who shall coordinate the Selection Committee meetings and the work of the Committee. The Committee shall meet as often as necessary to accomplish their tasks and goals. The Selection Committee's choice of recipient for the scholarship shall not be subject to approval by the Executive Committee or the full Board of Directors of the Pelham Community Spirit, Inc.

**Screeners:** The screener shall be designated by the Executive Committee of the Pelham Community Spirit, Inc., and shall not be deemed a member of the Selection Committee.

**Applications:** Applications for scholarships shall be made available on the Pelham Community Spirit, Inc., website, at the Pelham Library, and at schools and or colleges at which Pelham residents may be enrolled. At appropriate times, scholarships should be publicized in the local media. At a minimum, notices should appear when the applications become available and again approximately one month before an application's due date.

### **Review Process:**

Receipt of applications: The screener shall receive applications from a person who has access to the Pelham Community Spirit, Inc. P0 box. The screener shall then confirm receipt of each application by notifying the applicant by email. The screener shall copy the applications by scanning to a digital format, preferably PDF, or by making hardcopies, and shall preserve the original pages.

The screener will send copies of the applications to a member of the Committee, either in hardcopy or electronic form. The Committee may choose to receive applications individually as they are processed by the screener or as a batch after the application due date has passed.

Evaluation of applications: After the application's due date has passed, the Selection Committee shall meet as necessary to review and evaluate the applications for the scholarship. The Selection Committee shall determine the process and methods used to select the recipients of the scholarship but, in all cases, shall base its selection on the criteria described in the application for the scholarship. If, for any reason, the Selection Committee needs to contact an applicant during the evaluation process, it shall only do so indirectly through the screener.

Notification of recipients: On or before the scholarships notification date, the Selection Committee shall notify the recipient of the scholarship in writing or by other methods of their choosing, if desired. Subsequently, the Selection Committee may publicize the awarding of the scholarship to the recipient with a press release to the local media.

Preservation of records and or Retention of Same: The original application, along with the "Selection Committee Worksheet", shall be preserved in the Pelham Community Spirit, Inc., archives for a reasonable period of time. All copies of applications shall be destroyed.

Presentation of scholarship: The presentation of the scholarship shall be in accordance with the direction of the Executive Committee of Pelham Community Spirit, Inc. The payment of scholarship funds shall be in accordance with the terms of the recipient's school.