

# **ROTARY CLUB OF SACRAMENTO SCHOLARSHIP COMMITTEE**

## **ADMINISTERS THE ROTARY CLUB OF SACRAMENTO FOUNDATION'S**

### **ANNUAL SCHOLARSHIP PROGRAMS**

#### **POLICIES AND PROCEDURES**

The Rotary Club Scholarship Committee administers the annual scholarship awards to high school students made by the Rotary Club of Sacramento and the Rotary Club of Sacramento Foundation. The Rotary Scholarship awards are one of the ongoing contributions of the Rotary Club of Sacramento Foundation contribution to the community. Accordingly, the Rotary scholarship application and award process should be designed, to the extent reasonably possible, to acknowledge the Rotary Club of Sacramento as the source of the scholarships and to highlight the role of Rotary in the community. In addition, the application and award process should acknowledge the generous donations of the Rotary members whose named funds enable the award of the scholarships.

#### **Scholarship Awards to high school seniors planning to attend 4 year colleges:**

Scholarships are awarded to graduating high school seniors for use for full-time enrollment at an accredited four-year college or university. High school scholarships are also awarded to local high schools for college prep students (see discussion of the Jon and Susan Snyder Scholarship for Christian Brothers High School students below).

Other than awards for high school tuition, Rotary Scholarship recipients must enroll full-time in undergraduate studies in an accredited four-year college in the United States in order to receive Scholarship funds. In the event the award recipient chooses to attend a junior college prior to transferring to a four-year college, the award money will be held by the Rotary Club of Sacramento Foundation in the student's name until the student has enrolled in the four-year school for a period of time not to exceed two years. Scholarship awardees must provide documentation of enrollment in a four-year accredited college or university (unless the award is for high school tuition) before the award monies will be distributed.

#### **Scholarship Awards to high school seniors and GED students planning to attend junior colleges or community colleges:**

Scholarships are awarded to graduating high school seniors or persons holding GED certificates for use for full-time enrollment at an accredited junior college or community college. Scholarship awardees must provide documentation of enrollment in an accredited junior college or community college before the award monies will be distributed.

Applicants for either type of scholarship may not be the son or daughter of a Rotarian.

**The following summarizes the policies and procedures of the Scholarship Committee:**

**Identify Annual Scholarship Awards Available**

The Rotary Club of Sacramento Foundation should provide the Rotary Club of Sacramento Executive Director and the Rotary Scholarship Committee Chairperson with the amounts of the annual scholarship awards that will be available for the school year. This information is needed in January or early February in order to prepare the scholarship applications for each of the scholarships that will be available to graduating seniors (or for high school tuition).

The Scholarship Committee Chairperson should contact the Rotary Club Office to obtain the information for each of the Rotary Scholarships identified in the List of Scholarships. If additional Scholarships are made available, the List of Scholarships should be updated to reflect the additions.

It should be noted that there have not been funds in each year to offer scholarships for each of the Rotary Scholarships listed. It is the decision of the Rotary Club of Sacramento Foundation as to which awards are to be available in a given year and the amounts of the scholarship awards available.

**Contact School Representatives**

A list of school contacts is maintained by the Scholarship Committee to the extent feasible for each of the schools for which scholarships have recently been awarded. It is anticipated that the designated school contacts will change from time to time, and the Committee Chairperson should attempt to keep records of these changes.

Having a school contact who is vested in and supportive of the Rotary Club of Sacramento scholarship process and opportunities is vital to ensuring that there is a sufficient number of qualified applicants submitting applications for available Rotary Club of Sacramento Scholarships.

The Rotary Club Scholarship Committee Chairperson should designate one or more Scholarship Committee members to serve as the liaison to each of the schools for which scholarship awards will be available.

If the designated contact is no longer at the school or available to serve in that capacity, then the school principal should be contacted by the Committee liaison to the school to identify the new contact for purposes of disseminating information about the Rotary

Club of Sacramento Scholarships available to students at the school to prospective scholarship applicants.

### **Prepare and Distribute Scholarship Applications to Schools**

Each year scholarship application forms must be updated with the amount of the scholarship award, the deadline for submission and the Rotary contact information (if it has changed). (See the Application Forms.)

Application forms identify the scholarship source, including named donors to the extent applicable, to give credit to the persons who have so generously made the scholarship funds available. In addition, each of the applications includes a brief description of the purpose of the Rotary Club of Sacramento to highlight what Rotary contributes to the community.

- February - Make initial contact with school representatives to determine how to best facilitate dissemination regarding Rotary scholarship opportunities to students.
- February - Early March - Distribute applications to school contacts for distribution to prospective applicants.

### **Qualifications and Selection Process—4 year schools**

Young men and women are equally eligible to apply. In order to be considered for the scholarship award, the candidate must be a senior student, in the academic upper one-third of the graduating class. The applicant must not be the son or daughter of a Rotarian and must enroll full-time in undergraduate studies in an accredited four-year college in the United States. In the event the award recipient chooses to attend a junior college prior to transferring to a four-year college, the award money will be held by the Rotary Club of Sacramento Foundation in the student's name until the student has enrolled in the four-year school.

The selection of candidates for the college scholarships will be based on the following general qualifications: (i) scholastic ability; (ii) demonstrated leadership ability in school and in the community; and (iii) financial need.

The selection will be carried out using five criteria:

1. Scholastic standing
2. School activities
3. Community activities
4. Financial need
5. Personal statement/essay

Points will be allocated to each area of achievement. In evaluating candidates with regard to financial need, the school may be requested to provide a rating to the

Scholarship Committee and the Scholarship Committee will not directly review any information other than the rating for the students who have applied.

### **Qualifications and Selection Process—Junior or Community College Selection**

**SELECTION PROCESS:** The selection of candidates for the scholarships will be based on the following qualifications: (i) scholastic ability or the ability to overcome personal or economic difficulty; (ii) demonstrated leadership ability in school and in the community; and (iii) financial need.

The selection will be carried out using five criteria:

1. Scholastic standing for seniors/ life experience for GED applicants: why you left high school and what you learned
2. School activities
3. Community activities
4. Financial need
5. Personal statement/essay

Points will be allocated to each area of achievement. In evaluating candidates with regard to financial need, the school may be requested to provide a rating to the Scholarship Committee and the Scholarship Committee will not directly review any information other than the rating for the students who have applied. A recommendation will be made by the Scholarship Committee to the Sacramento Rotary Club Board of Directors for final approval in late April.

For graduating seniors, the high school and award recipient will be notified by May and the scholarship award announcement will be made either at a regular meeting of the Rotary Club of Sacramento or at a school awards assembly. The recipient's school may elect to announce the award to the recipient at a school awards ceremony and not notify the recipient of the award until such time. A Rotary Club representative will be happy to announce and present the scholarship award to the winner at a school awards ceremony if the school requests such by notifying the Rotary Office at (916) 929-2992.

If the applicant holds a GED, the award recipient will be notified by May and the scholarship award announcement will be made either at a regular meeting of the Rotary Club of Sacramento.

### **Follow-Up With School Contacts**

Follow-up with school contacts is important to encourage student participation so that there will be a number of qualified applicants.

- March - Follow-up with school contacts, encourage scholarship applications; reminder of March 31<sup>st</sup> deadline for submission of applications to Rotary office.

## **Application Deadline and Submission**

Application submittal shall include:

- A photocopy of applicant's official high school transcript from beginning of 9th grade through date of application. For applicants with a GED applying for the junior college or community college scholarship, the transcript of grades or certificate to obtain the GED.
- A photocopy of applicant's SAT or ACT test scores.
- Letters of recommendation on behalf of applicant (preferably, one from an employer).
- Copies of any significant awards received by applicant.
- Letter from applicant outlining her/his vocational or professional goals.
- A brief biography describing the applicant's academic accomplishments, extracurricular activities, work experience and other significant events.
- An essay on "Service Above Self."

IMPORTANT NOTE: If a student wishes to apply for each of multiple Rotary Club of Sacramento scholarships available at their school, the student can submit an application for each award and just one set of transcripts, SAT scores, letters of recommendation, biography, essay, etc.

## **Review Applications, Determine Recipients**

The applications submitted will be disseminated to the Scholarship Committee for review along with a rating sheet. The Scholarship Committee members will review each of the submissions and rate them in accordance with the applicable criteria using the rating sheet in the form attached as Tab 4.

The Scholarship Committee will meet in April to review the ratings and make the selections for the recipients of each of the scholarship awards available for graduating seniors. The Committee may assess the numeric ratings and also consider other subjective information submitted in making scholarship awards.

A recommendation will be made by the Scholarship Committee to the Sacramento Rotary Club Board of Directors for final approval in late April.

## **Notification of Scholarship Recipients and Presentation of Scholarship Awards**

The school and/or award recipient will be notified by early May and the scholarship award announcement will be made either at a regular meeting of the Rotary Club of Sacramento or at a school awards assembly.

The recipient's school may elect to announce the award to the recipient at a school awards ceremony and not to notify the recipient of the award until such time so that it is

a surprise at the awards assembly. Alternatively, the school may elect to notify the recipient so that they are aware of the award at the awards assembly. The Scholarship Committee member should coordinate with the school contact to determine how the school would like to handle the presentation of the award.

A Rotary Club Scholarship Committee representative should be made available to announce and present the scholarship award to the winner at a school awards ceremony if the school requests such by notifying the Committee Member contact or calling the Rotary Office at (916) 929-2992. The Rotary Office should communicate these requests to the Scholarship Committee Chairperson to coordinate attendance of a Scholarship Committee member at the awards assembly.

To the extent feasible, award plaques will be prepared with the name of the Rotary Club of Sacramento, the name of the Scholarship, the student's name, the school and the year. (See the Award information attached as Tab 10).

In addition to presenting the "Award" plaque, the student will also be given a letter explaining the award, the documentation that must be submitted to receive the award funds and other important information. (See Sample Scholarship Award Letters for each Scholarship Award.)

The student should also be notified of the proposed date of the Rotary lunch meeting at which the Rotary Scholarship Award Recipients will be honored. An announcement of the Rotary Luncheon Recognition and request for RSVPs should be included with the Student letter regarding the Scholarship Award. See Attached Form of Notice at Tab 11.

### **Order Presentation Plaques**

It will take a minimum of two weeks to order and obtain the award plaques with the students' names. Arrangements need to be made for these orders as soon as possible after the selection process is completed. Necessary approvals for expenditures of funds for awards should be made to the Rotary Executive Director. It has been requested that funds be included in the annual budgets for these award plaques, to provide recognition for the Rotary Club of Sacramento's involvement in the community in making these scholarship awards available, as well as recognition to the individual named donors.

### **Present Awards at School Awards Assemblies**

Scholarship Committee members should coordinate with their respective school contacts the presentation of the scholarship awards at school award ceremonies. If the Committee member responsible for the school cannot be available to make the presentation, they should coordinate with other Committee members to ensure that a Rotary Club of Sacramento representative is available to make the award presentation.

## **Recognition of Award Recipients at Rotary Meeting**

Rotary Club of Sacramento Scholarship Award recipients are also recognized at a regular meeting of the Club. Students and their parents (or other significant adult) are invited to attend as guests of the Club. A brief introduction of the Scholarship recipients is made at the meeting.

## **High School Tuition Awards**

High school tuition scholarship awards may need to be handled differently than awards for graduating seniors for attendance at a 4-year college or university.

### **Jon and Susan Snyder Scholarship Award for Christian Brothers High School Students**

The scholarship is made possible by a generous gift by Jon R. Snyder, a Past President of the Rotary Club of Sacramento, and his wife, Susan, a teacher of English (retired) at Christian Brothers High School.

With respect to Christian Brothers High School and the Jon and Susan Snyder Scholarship for a student enrolled in Christian Brothers, this award generally goes to the same student for the 4 years they attend Christian Brothers. After much discussion with the school and the Rotary office, we have decided to take a different approach with this scholarship award as it does not appear to be possible to obtain the same kinds of information and essays from these students as we use to make the other scholarship recipient selections. Without this information, it is impossible for the Committee to make any objective distinctions amongst multiple proposed candidates. Because the school has more information about the student and financial need, we have requested that Lorcan Barnes, the principal of Christian Brothers and a Rotary Club of Sacramento member, provide a recommendation of the candidate for this award to the Committee.

Accordingly, the Scholarship Committee will await a proposal from Christian Brothers each year for the Rotary Club of Sacramento Scholarship Jon & Susan Snyder Award recipient.

Selection of candidates for the Jon & Susan Snyder Scholarship award is based on the following qualifications:

- Scholastic ability
- Demonstrated leadership ability in school and in the community
- Financial need

The applicant must not be the son or daughter of a Rotarian. In order to be considered for the scholarship award, the candidate must be a student in good standing at his/her present school. The scholarship may be awarded to an eighth grader enrolling in Christian Brothers or a student currently enrolled at Christian Brothers. The recipient is required to be enrolled full time at Christian Brothers High School to qualify and receive the distribution of the funds.

While the same student may be awarded the scholarship for more than one academic year, Christian Brothers High School should submit a letter requesting that the Scholarship Award be granted to the same student and provide confirmation that the student continues to meet the qualifications set forth above.

It was decided that the Committee should require a recommendation and confirmation from Christian Brothers, even for continuing students, that they have met the qualifications for the award and continue to be the recipient recommended by Christian Brothers to receive the award before checks are cut. This places the burden on the School to show continued merit and avoid the question of when does the check get cut.

If the Committee has not received a recommendation from Christian Brothers by January of any year, then it is recommended that the Committee Chairperson contact the Christian Brothers' principal to discuss the selection of an award recipient for the school year. It may also be appropriate to impose a deadline for Christian Brothers to provide this information to the Rotary office.

The Scholarship Committee will submit the name(s) of the scholarship award winner(s) to the Sacramento Rotary Club Board of Directors for final approval and the award recipient(s) will be notified and the check prepared to Christian Brothers for the award amount to be applied the recipient(s) tuition for the Award year. The amount of the Jon & Susan Snyder Scholarship Award may vary from year to year.

A check will be made out to Christian Brothers High School to be applied toward the recipient's tuition for the applicable school year. A letter to the student acknowledging the scholarship award will be sent to the school principal along with a letter to the school principal and the check (both generally in the form attached as a part of Tab 8 to acknowledge the award of the scholarship funds to the recipient.

#### Philip and Joan Knox Scholarship Award for Jesuit High School Students

The Philip and Joan Knox Scholarship Award is presented to a Jesuit High School student for assistance with Jesuit tuition. The award has not been made for several years because of unavailability of funds. The Scholarship Committee will need to address with the Foundation, the Club, Jesuit and the Knox Family how the selection process should be made and whether it continues to be feasible to require students to present applications for this award.

#### **Rotary Foundation Liaison**

Each year the Foundation selects a person to serve as the Foundation's liaison to the Rotary Scholarship Committee. The Foundation liaison and Rotary Club Executive Director should generally be copied on correspondence of the Committee. The Rotary Club may also designate a liaison from the Club to the Committee. In such case, they should also be copied on correspondence of the Committee.



## **Confidentiality of Student Information**

The Rotary Club of Sacramento will use reasonable diligence to ensure that confidential information submitted by students is protected from further disclosure that is unrelated to the evaluation process and subsequently destroyed by secure means.

## **Follow-Up and Documentation - Award Recipients, Enrollment Documentation and Award Payments**

The Rotary Office should maintain a list of Annual Scholarship Award Recipients, including documentation of college enrollment (or high school enrollment) as applicable, as well as when scholarship funds are awarded and funded. The documentation of the date of the Rotary letters notifying the award recipients should be documented so that the one and two-year time deadlines for submission of documentation of college enrollment that flow from the date of the letter can be calendared and managed. In addition, the award payments should also be documented so that it can easily be verified whether awards funds have been distributed or whether the award has been forfeited and funds being held can be returned to the fund for future distribution.

## **Documentation Required for Award Payments**

According to the provisions of the scholarship set forth by the Rotary Club of Sacramento Foundation, the award recipient is required to be enrolled full time in a four-year college or university to finally qualify and receive the scholarship funds. The recipient must provide evidence of enrollment in a four-year school to the Rotary office in order to receive the scholarship funds.

If the recipient intends to enroll in a community college prior to transferring to a four-year college, the recipient must notify the Rotary Club office and provide evidence of enrollment in a community college and the award money will be held by the Rotary Club of Sacramento Foundation in the recipient's name until the recipient has enrolled in a four year college or university. The money will be held for no more than two years, and if the selected recipient has not enrolled full time in a four-year college or university after two years, then the scholarship will be forfeited so that the scholarship funds may be available for further scholarships.

The recipient must provide evidence of your enrollment in a community college within one year of the date of the award letter in order for the scholarship funds to be held in your name. The recipient must provide evidence to the Rotary Club office of the recipient's enrollment in a four-year college or university within two years of the date of the award letter in order to be eligible to receive the scholarship funds.

A check will be made out to the four-year college or university of the recipient's choice upon receipt by the Rotary Club office of a formal declaration documentation of the recipient's full time registration from the Admissions Office.

Please send formal enrollment proof from the university to:

Rotary Club of Sacramento Foundation  
1451 River Park Drive  
Sacramento, CA 95815

Any checks sent to the University must clearly identify the student scholarship recipient for whom the tuition assistance check is being sent.