ALTRUSA INTERNATIONAL OF TEMPLE, TX SCHOLARSHIP GUIDELINES

The Scholarship committee is responsible for awarding annual scholarships to Bell County students attending Texas colleges or universities. In order to standardize and streamline the procedure for soliciting, selecting, and awarding scholarships to recipients, the following guidelines have been approved by the Club:

1. Selection of Scholarship Chair.
	1. The Scholarship Chair is appointed by the Club President. The Chair shall be a member of Altrusa International of Temple, TX for at least two (2) years.
	2. The Chair is responsible for the following:
		1. Review current guidelines.
		2. Update application, distribute to high school guidance counselors and home school co-ops, and post to Altrusa Temple website no later than February 1st. Application should also be shared on Altrusa Temple social media.
		3. Form committee with diverse experience to evaluate applications. Committee will contain up to 10 members and will include the following:
			1. A co-chair.
			2. A current or previous Raffle Chair or Co-Chair.
			3. Up to three (3) members who have been in Altrusa Temple for at least 5 years or who have served on the Board.
			4. Up to three (3) members who have been in Altrusa Temple for less than 5 years.

The current Club President and Treasurer are not eligible to serve on the committee. Advisors of student ASTRA organizations or members affiliated with conflicting positions with school districts are not eligible to serve on the scholarship selection committee.

* + 1. Discuss potential for conflicts of interest with committee members and have committee members sign a confidentiality agreement before reviewing applications.
		2. Review applications to ensure that eligibility requirements are met.
		3. Prepare application packets with evaluation sheets for committee use.
		4. Provide information to Board on dollar amounts and number of scholarships to be awarded.
		5. Notify recipients.
		6. Submit check request to Treasurer upon receipt of proof of enrollment of recipients.
1. Types of Scholarships to Be Awarded:
	1. Irene T. Hurst Scholarship will be awarded to a student from eligible schools who is pursuing a career in vocational or technical fields.
	2. ASTRA Club Scholarship will be awarded to a student who is an active member, verified by their ASTRA sponsor, in one of the ASTRA Club affiliates of the Altrusa International of Temple, TX.
	3. General Scholarships.
2. Eligibility Requirements:
	1. All legal dependents of active members of Altrusa International of Temple, TX are eligible to apply.
	2. Students at Academy, Bartlett, Belton, Belton New Tech, Central Texas Christian, Holland, Holy Trinity, Providence Preparatory, Rogers, Salado, Temple, Troy, Temple College, and UMHB are eligible to apply. Home school students residing in the attendance zones of the school districts named above are also eligible. NOTE: High schools in the Copperas Cove and Killeen districts are not eligible as Altrusa International of Copperas Cove, TX provides scholarships in those areas.
	3. Prior awardees attending a Texas College or university may reapply.
	4. Students attending Temple College or UMHB with a Bell County residency of at least 12 months.
	5. Minimum grade point average of 3.0 on 4.0 scale.
	6. Enrolled or accepted to any Texas college or university as a full time student.
3. Applicants are required to submit the following:
	1. A completed, legible, signed application.
	2. A personal statement indicating why the applicant should be considered for a scholarship and how the scholarship will help the applicant to attain goals.
	3. Two (2) letters of recommendation from individuals not related to the applicant.
	4. Transcript from the last institution(s) attended.
	5. List of extracurricular activities.
4. Evaluation and Award: Each committee member shall review all applications and provide evaluation sheet to Chair for summation. Evaluations are based on the following criteria:
	1. Academics – 20 points – Verify GPA by transcript; minimum of 3.0 required.
	2. Financial Need – 20 points – Consider household income, number of people in the household, number of students currently attending college.
	3. Extracurricular Activities – 10 points – Consider involvement in school and community, achievements, awards, number of hours spent volunteering.
	4. Leadership – 10 points – Consider leadership positions held in school, community, work, and Church activities.
	5. Work Experience – 10 points – Consider full time/part time/summer work and internship experience gained, promotions, achievements, awards.
	6. Letters of recommendation – 10 points – Consider if letters address the positive contributions of the applicant or bring to light special circumstances.
	7. Personal Statement – 20 points – Consider content, including proper punctuation, grammar, and spelling, presentation, determination to succeed in college environment, hardships.
5. Timeline:
	1. May/June: President appoints Scholarship Chair.
	2. January: Applications distributed to area high schools and posted to the Altrusa Temple website, Temple College, and UMHB. Dollar amount and number of scholarships to be determined based on proceeds from raffle sales at the previous year’s Taste of the Holidays.
	3. March 20: Application deadline.
	4. April: Scholarship committee meets, applications are evaluated, and recipients are selected and notified.
	5. May: Scholarship Awarding Ceremonies.
	6. October: Deadline for distribution of scholarships. Scholarship money is to be distributed directly to the college/university once proof of enrollment is received.
	7. November: Scholarships not claimed will be added to the scholarship budget for the following year.