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. To standardize and streamline the procedure for soliciting, selecting, and awarding scholarships to recipients, the following guidelines have been approved by the Club:

1. 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. Prior to the release of the Scholarship Application, review current guidelines and make any recommended revisions to the Board of Directors (“the Board”) following Scholarship Committee input and majority agreement on suggested changes to be presented to the Board.
		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 voting members and will include the following:
			1. A co-chair, which is appointed by the President-Elect.
			2. At least three (3) members who have been in Altrusa Temple for at least 2 years or who have served on the Board.
			3. Immediate Past Chair of the Scholarship Committee which will serve in an advisory and non-voting capacity.

The current Club President and Treasurer are not eligible to serve on the committee. Faculty advisors of student ASTRA organizations or Altrusa members affiliated with conflicting positions with school districts are not eligible to serve on the scholarship selection committee. An Altrusa member may not serve on both the Scholarship Committee and the ASTRA Committee simultaneously.

* + 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 the Board on dollar amounts and number of scholarships to be awarded, to include any special-designated awards (Irene T. Hurst, ASTRA).
		5. Notify recipients and collect information necessary for their award to be sent to their colleg of enrollment and also a Photo Release form.
		6. Submit check requests, cover letters and any additional forms required to Treasurer upon receipt of proof of enrollment of recipients.
1. Types of Scholarships that may be Awarded:
	1. The Irene T. Hurst Scholarship will be awarded to a student from eligible schools who is pursuing a career in vocational or technical fields.
	2. The ASTRA Club Scholarship will be awarded to a student who is an active member, verified by the ASTRA Chairman of the Altrusa International of Temple, TX.
	3. General Scholarships.
2. Eligibility Requirements:
	1. Applicant must be a student of public, private or home-schooled programs residing in the attendance zones of one of the following school districts: Academy, Bartlett, Belton, Holland, Rogers, Salado, Temple and Troy, or a legal dependent of an active Altrusa International of Temple, TX, member. 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.
	2. Students of Temple College and UMHB are eligible to apply. Prior awardees attending a Texas college or university may reapply.
	3. Applicant must be 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 one-page 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, both high school and college, if applicable.
	5. List of extracurricular activities, awards and honors.
4. Evaluation and Award: Each committee member shall review all applications assigned by the Chair and provide evaluation sheet to Chair for summation. Evaluations are based on the following criteria:
	1. Academics – 15 points – Verify GPA by transcript.
	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, and awards.
	4. Service and leadership – 15 points – Consider leadership positions held in school, community, work, church activities and number of hours spent volunteering.
	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. Budget:
	1. Budget items may include:
		1. Certificate holders
		2. Simple décor for June Program Meeting (award presentation)
6. Timeline:
	1. May/June: President appoints Scholarship Chair. President-Elect appoints the Co-chair.
	2. June: Recognition of awardees during the Program Meeting
	3. June/July: Check requests submitted to the Treasurer along with cover letter for each. Identify, prepare and make available to the Treasurer any additional forms required by the specific colleges. Scholarship money is to be distributed directly to the college or university once proof of enrollment is received.
	4. July-September: Prior to the release of the Scholarship Applications, submit any Scholarship Guideline revisions to the Board for review. (The revisions will go to the Club for review following the Board review and are voted on the month following Club review.)
	5. September/October: Update the application; have all committee members proof and provide input. Work with the Club Communications Chair (or other Altrusan assigned by the President) to make the application available online on a designated date coinciding with the distribution of the application to school counselors.
	6. October: Verification of scholarship disbursement.
	7. November: Scholarships not claimed will be added to the scholarship budget for the coming year.
	8. January: Applications distributed to schools/organizations listed in 3.a. above and are to be posted to the Altrusa Temple website
	9. March: Chair makes written request to the Foundation Treasurer to move the scholarship funds to the Club treasury.
	10. March 31: Application deadline.
	11. April: Scholarship committee meets, applications are evaluated, and recipients are selected. Notify selected students and their counselors; send email/letter with details and request **school choice, school ID#, where (complete address) to send the scholarship money, attachment of any forms required to accompany the award check**, the date of their school award ceremony and their invitation to attend the Altrusa June Program Meeting to be recognized. Also attach the **Media Release** to the email and ask them to sign it and return it to you as soon as possible. Once all Media Releases are received, they are to be sent to Altrusa International.
	12. May: Club Members attend all school Award Ceremonies.