

CFBRAA SCHOLARSHIP POLICIES

Revised - May 2020

V. SCHOLARSHIP POLICY

A. Purpose

The purpose of the Scholarship Policy of the Association is to provide guidance in allocation of available resources for assisting Association members and their families in achieving educational goals. Educational goals may include pursuit of a degree, certification, or qualification for a job or position. Educational goals may involve others.

B. Scholarship Resources

1. General Scholarship Fund

The CFBRAA will receive and distribute funds designated for scholarships.

- a) Funds may be invested, with principle being used to provide a perpetual source of funds. All such investments are subject to the Investment Policies of the Association.
- b) Funds may be deposited with the principle and earnings available for use in scholarships.
- c) All funds designated for scholarships will be used exclusively for providing educational support to approved applicants. Funds designated for scholarships may not be used for other purposes without the express permission, in writing, of the contributor of the funds.
- d) Educational support includes approved and accredited education institutions and courses of study. In addition to accredited colleges and universities, scholarships may be approved for specialized courses of study, certifications or technical schools
- e) Scholarships will normally be awarded for two (2) year increments (4 semesters or 6 quarters) for students attending conventional college curriculums. The terms may be modified based on available funds and/or student objectives and performance. Student performance is expected to achieve a minimum cumulative GPA of 2.0 (4.0 scale). Students on scholarship are expected to maintain full time status as defined by the school policy. Students enrolled for less than full time status may have their stipend reduced correspondingly. Scholarship students enrolled in technical courses will be adjusted on a case by case basis.

2. Designated Scholarships

The CFBRAA may serve as the guardian and distributor of specific scholarships. Individuals or groups may set up unique or designated scholarships to be governed by and distributed by the Association. The guidelines for distribution of these specific scholarships will be developed and agreed upon by both the contributor and the BOD.

C. Scholarship Committee

1. Members

a) The Scholarship Committee shall consist of seven (7) to nine (9) members, nominated by the Executive Committee and elected by the BOD. The Executive Committee may elect Scholarship Committee members to fill vacancies that arise between Board Meetings to serve until the vacancy is permanently filled by the Board.

b) Only members of the Association may serve on the Scholarship Committee.

c) Members may not participate in the decision making processes of the Committee while an application from a family member is being considered. Family member is an immediate family or family member once removed (i.e. cousin, nephew, niece, aunt, grandchild etc.). This Policy applies to in-laws or step-family members as well. This restriction to participate includes consideration of any applications from the time a family member's application is received until a determination relative to the application is finalized.

d) The Scholarship Committee may not take action without a quorum present. All vote percentages in this Policy refer to the number of members present at an official meeting. The acting Chair of the meeting may vote.

2. Terms of Service

Members May serve three-year terms with approximately one third of the Committee rotating off each year. Members may serve up to 3 consecutive terms.

D. Scholarship Applicants

Scholarships provided by the Association are primarily for immediate family members of active members of the Association.

1. Applicants

a) **Immediate family members** of active members of the Association may apply for scholarships. An immediate family member must be related to the CFBRAA member as a brother, sister, son, daughter, step-son, step-daughter, spouse, grandson, granddaughter, step-grandson or step-granddaughter.

b) **All active members of CFBRAA** may apply for scholarships. This includes Associate and Honorary members. Members will first make application with Cal Farley's, Inc. for scholarship, and, if unsuccessful, may then apply to the CFBRAA.

2. **Proof of Qualification**
Applicants need to provide the Scholarship Committee with verifiable information relative to their relationship to a former resident of Cal Farley's Boys Ranch or Girlstown USA (BR/GT).
3. **.Deceased Members**
Immediate family members of deceased CFBRAA members may apply for scholarships. The applicant must become an active Associate Member of the CFBRAA in order to receive a scholarship.
4. **Board Exceptions**
The BOD, by a two-thirds majority vote, may approve exceptions to the above mentioned qualifications.

E. **Selection Process**

1. **Application Dates**
Scholarship Applications for the fall semester must be received by July 20 and for the spring semester, by November 20. The Scholarship Committee has the discretion to grant extensions due to extenuating circumstances beyond the control of the student
2. **Application Form**
Applications will be submitted to the Scholarship Committee via a Scholarship Application form. Specialized application forms may be developed and used for designated scholarships.
3. **Non-Discrimination**
Race, gender, disability, marital status, religious beliefs or sexual orientation shall not be considered in decisions about who may or may not receive a scholarship
4. **Interview**
All applicants will be interviewed by the Scholarship Committee to:
 - a) Validate and clarify application information
 - b) Assess character of applicant
 - c) Assist Committee members in rating applicantsAt the discretion of the Scholarship Committee, interviews may be conducted via conference call.

5. Application Rating

All applications will be ranked objectively based on the following considerations:

- Financial need
- Education objective
- Community service
- Interview assessment
- Academic record/potential

6. Renewing Scholarships

a) All students receiving scholarships from CFBRAA must submit documentation (renewal form) each semester that the scholarship is to be renewed.

b) If the scholarship is to be renewed for educational opportunities that are not directly related to an institution, applicant must provide verifiable documentation of educational work accomplished since the previous receipt of funds, and both educational and financial requirements justifying renewal.

c) Scholarship recipients may request to have their scholarship put on 'hold' for a maximum of one calendar year. If the scholarship is not activated after one year, it shall be withdrawn. A new scholarship application must be submitted for any additional funding consideration.

d) Should the student fail to submit a renewal form or request that the scholarship be put on hold, the Scholarship Committee may terminate the scholarship, requiring the student to re-apply for a new scholarship and freeing the committed funds up for other students.

e) Students successfully completing a scholarship may apply for an additional scholarship. Contingent on funding availability, an additional scholarship may be awarded for up to four semesters.

7. Confidentiality

All information gathered in the application process will be kept confidential by the Scholarship Committee, and is not to be released without permission of the applicant.

8. Available funds

The amount of funds distributed for scholarships will not exceed the earnings from the Scholarship Fund or funds specifically designated for distribution.

F. Process of Disbursement

1. Funds will be sent to the financial aid officer of the recipient's chosen college, university or educational institution at the rate specified. The funds are to reimburse the institution for the student's tuition, books and fees in the amount not to exceed the total specified scholarship. The unexpended balance of the scholarship may be used to defray other legitimate expenses incidental to educational achievement. The scholarship recipient shall receive notification of funds sent to the respective institution. Recipients are to contact their designated Scholarship Committee member if any information including dollar amounts, is incorrect.
2. In the case of designated or sponsored scholarships, the recipients must thank their scholarship sponsor. Funds will not be disbursed until the scholarship recipient thanks his or her sponsor in writing and provides a copy of the correspondence to the Scholarship Committee.
3. To receive funding for renewal scholarships a completed renewal form must be received in time for the beginning of the appropriate semester.
4. Recipients should be advised to observe their respective institution's tuition and fee payment deadlines. Sponsor scholarship disbursement timelines may cause funds to be sent after payment deadlines, requiring students to be responsible for initial payment of tuition and fees.
5. Funds disbursed to other than a school or institution require clear validation of the educational purposes of the disbursement.
6. Funds will not be paid directly to an applicant unless the education provider cannot receive disbursements from CFBRAA, and the applicant provides, prior to disbursement, valid invoices and/or justification for the expense.
7. Any exceptions to these Disbursement Policies require the unanimous approval of the Scholarship Committee.

G. Termination of Scholarships

1. Failure to comply with all scholarship policies shall be considered grounds for termination of the scholarship. Students may be placed on warned status, pending correction of compliance issues. Students placed on warned status shall be notified via email or mail.
2. False or deliberately misleading information provided on the Scholarship Application or in the interview may be cause for termination of a scholarship.
3. Terminations require 75% vote of the Scholarship Committee and will be effective at the end of the semester during which termination is approved.
4. Students whose scholarships have been terminated shall be notified via email or mail.

H. Reporting Scholarships

1. Scholarship Recipients

Individuals under scholarship will provide at least annually, reports to the Scholarship Committee for the information of CFBRAA and specific scholarship sponsors, a report of educational objectives and achievements.

2. Reports to CFBRAA

The Scholarship Committee will provide semi-annual reports to the CFBRAA of active scholarship recipients, including amounts of scholarship and educational achievements.

3. Reports to Scholarship Sponsors

Individuals under scholarship provided by specific sponsors will provide annual reports to the Scholarship Committee. The Committee will report to the sponsor as set forth in the designated scholarship agreement.