



Sandy Valley High School Alumni Scholarship Committee ByLaws

Article 1: Name

The name of the committee is the Sandy Valley Alumni Scholarship Committee

Article 2: Purpose

- A. The Sandy Valley Alumni Scholarship Committee and Alumni Classes exist to offer scholarships to Sandy Valley high school seniors seeking financial assistance while attending a University, College, Vocational, or Technical School in pursuit of an educational advancement.

Article 3: Officers and Board of Directors Overseeing the Scholarship Selection

- A. The Scholarship Selection Committee will be determined by (3) Officers and the Board of Directors.
- B. Officers will include: President, Treasurer, and Secretary.

Article 4: Scholarship Committee Governance

The Scholarship Committee will utilize the following guidelines for the selection of candidates.

- A. A student applicant who has applied for any scholarship funded by an individual class will be selected by the individual class's respective committee. The individual class will award the selected recipient/s.
- B. The Alumni Scholarship/s funded by the Sandy Valley Alumni Association will be selected by the Sandy Valley Alumni Association's Scholarship Committee.
- C. To support the integrity of the evaluation process, the Scholarship Committee's evaluators will use the Scholarship Rubric to evaluate each student's application.
- D. The Scholarship Committee and Alumni Class Committee will consider Financial and/or extenuating circumstances presented by each student.
- E. All Scholarship Committee members and individual Alumni classes will volunteer their time and will not receive any compensation for their services.
- F. The Scholarship Committee and Alumni Class Committee will use funds to accomplish the purpose specified in Article 2. No part of such funds shall be beneficial or distributed to any Committee Member.
- G. Scholarships will be issued to the university or the individual recipients upon proof of his/her enrollment.

Article 5: Scholarship Funds

- A. The funds of the Scholarship Foundation are obtained primarily from donations given by each graduated alumni class, family members, friends, corporations, general public, and the annual Alumni Scholarship dinner.

Article 6: Conflict of Interest

- A. All committee members must abide by the **Conflict of Interest Policy** located in the "Amended and Restated Code of Regulations" of Sandy Valley Alumni Association Inc.



Article 7: Meetings – Times and Dates

- A. The Scholarship Committee and individual Alumni Class Committee will set meeting date/s and time/s to discuss and determine scholarship recipients.

Article 8: Duties of the Scholarship Committee and Guidance Secretary

- A. The Scholarship Committee members will:
 - Be responsible to ensure that all applications are properly screened.
 - Announce the successful applicants' names, scholarship values, and college or institution a student will attend at the time and place appointed for such an announcement.
 - Select qualified recipients by critiquing each student's information in the Scholarship Application Form
- B. The High School Guidance Secretary will:
 - Be responsible for distributing and receiving completed applications;
 - Forward copies of the applications to the Scholarship Committee;
 - Include a copy of the student's Transcript.
- C. The Scholarship Committee and individual Alumni Class will select qualified recipients by critiquing each student's information in the Scholarship Application Form

Article 9: Awards

- A. The Scholarship Committee and respective Class Committee will determine the scholarship for the individual recipient.
- B. Consideration of the amount available and the number of successful applicants will determine the amount awarded.
- C. Checks for each scholarship awarded will be paid to the college, university, Technical, Vocational School or directly to the individual upon proof of enrollment.

Article 10: Application Guidelines

Section 1:

- A. Completed application forms, together with all required enclosures, must be submitted to the High school Guidance office on or before the application deadline – March 31.
- B. All applications received after the deadline will not be accepted.
- C. The application for a scholarship must be completed in its entirety and must include all required enclosures. Among these must be:
 1. Name of College or Institution with a copy of a letter indicating admission or proof of current enrollment.
 2. **Two letters of recommendation:**
 - a. A letter of recommendation from current teacher or final year teacher;
 - b. A letter from a Sandy Valley Community representative who is actively engaged in the community.



3. ***Student Essay***

The essay, 350 word minimum, must include:

- Future Goals relating to education and/or career;
- Explain how Sandy Valley Schools impacted the applicant's education;
- Explain how parent/parents or guardian/guardians have impacted applicant's education;
- Essay should be written in Times New Roman; 12 point font; 1.5 spacing; and one inch margins.

4. ***Student Resume Charts – Student's School Activities & Student's Service Organizations***

- Identify school Activity/Activities and include the following: the name of the activity, awards/honor, and/or office held;
- Identify Service Organizations and include the following: Name of Service Organization, Special Awards/Honors, Year;
- Identify how this Activity/Activities helped you become the person you are today.

5. ***Reminders:***

- The Scholarship is awarded for one (1) year.
- A Scholarships is not available for graduate studies.

Article 11: Non-Eligibility Clause

- Non-eligibility will be determined as needed on a case by case basis.