

# Cal Farley's Boys Ranch Alumni Association Policy Handbook

[The following policy is submitted by the Scholarship and Benevolence Committee]

## VI. SCHOLARSHIP POLICY

### A Purpose

The purpose of the Scholarship Policy of the CFBRAA is to provide guidance in allocation of available resources for assisting CFBRAA 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 taking courses to enrich one's personal life, or better qualify one to enrich the lives of others.

### B Scholarship Resources

#### 1 General Scholarship Fund

**Cal Farley's Boy's Ranch Alumni Association** will receive and distribute funds designated for scholarship.

- 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.

#### 2 Designated Scholarships

**Cal Farley's Boy's Ranch Alumni Association** 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 CFBRAA. The guidelines for distribution of these specific scholarships will be developed and agreed upon by both the contributor and the CFBRAA Board of Directors.

### 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 Board of Directors. The Executive Committee may elect Scholarship Committee

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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 CFBRAA may serve on the Scholarship Committee.
- c Members may not participate in any way on 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, etc.). This restriction applies to in-laws or step-family members as well. This restriction to service 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 at least 5 members present. All vote percentages in this policy refer to the number of members present at an official meeting. The acting chairman of the meeting will vote.

### 2 **Terms of Service**

Members shall serve on the Scholarship Committee for three year terms. Two or three members may rotate off each year, depending on how many are serving.

## **D Scholarship Applicants**

### 1 **Former Residents of Cal Farley's Boys Ranch or Girls Town USA**

All former residents of Cal Farley's Boys Ranch may apply for scholarships.

### 2 **Members of Cal Farley's Boys Ranch Alumni Association**

All active members of CFBRAA may apply for scholarships. This includes Associate and Honorary members.

### 3 **Immediate Family Members**

Immediate family members of active members of CFBRAA 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.

### 4 **Proof of qualification**

Applicants need to provide the Scholarship Committee with verifiable information relative to their residence at Cal Farley's Boys Ranch, and / or relationship to the active CFBRAA member.

### 5 **Deceased Lifetime Members**

Immediate family members of deceased CFBRAA members who had achieved lifetime membership status may apply for scholarships. Verification of both the lifetime membership status and relationship to the former member is required.

### 6 **Board Exceptions**

The Board of Directors, by a two-thirds majority vote, may approve exceptions to the above mentioned qualifications.

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### **E Selection Process**

#### **1 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.

#### **2 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 applicants

At the discretion of the scholarship committee, interviews may be conducted via conference call.

#### **3 Application Rating**

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

- |        |                      |
|--------|----------------------|
| First  | Financial Need       |
| Second | Education objective  |
| Third  | Community service    |
| Fourth | Interview assessment |

#### **4 Renewing Scholarships**

All students receiving scholarships from CFBRAA must submit documentation for renewal each semester that the scholarship is to be renewed. Documentation includes proof of enrollment and grade reports for the previous semester. To be valid, these documents must be submitted directly by the institution in which the student is enrolled.

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.

Students already receiving scholarships are given first priority in disbursement of scholarship funds.

#### **5 Confidentiality**

All information gathered in the application process will be kept confidential by the scholarship committee, not to be released without permission of the applicant.

### **F Disbursement of Funds**

#### **1 Available funds**

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

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### 2 **Process of Disbursement**

- a 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 sum. 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.
- b 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 letter to the scholarship committee.
- c To receive funding for the fall semester, required documentation must be received by August 10 and for the spring semester, by January 10. The scholarship committee has the discretion to grant extensions due to extenuating circumstances beyond the control of the student.
- d 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.
- e Funds disbursed to other than a school or institution require clear validation of the educational purposes of the disbursement.
- f 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.
- g Any exceptions to these disbursement policies require the unanimous approval of the Scholarship Committee.

### **G Termination of Scholarships**

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 mail.

False or deliberately misleading information provided on the Scholarship Application or in the interview may be cause for termination of a scholarship.

Terminations require 75% vote of the Scholarship Committee and will be effective at the end of the semester during which termination is approved.

Students whose scholarships have been terminated shall be notified by certified mail at last know address.

## **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 Cal Farley's Boys Ranch Alumni Association**

The Scholarship Committee will provide quarterly 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 semi-annual reports to the Scholarship Committee. The committee will report to the sponsor as set forth in the designated scholarship agreement.