

SCHOLARSHIP TEAM CHARTER, POLICIES and PROCEDURES

MISSION:

The Scholarship Team, hereafter called the Team, shall seek to provide scholarships to college students of all ages who are members of Trinity Baptist Church and are either working towards an undergraduate degree or a career in Christian ministry. Additionally, in support of the new strategic plan and "Living the Vision" applicants will also be considered from the nearby high schools in the immediate community of Trinity Baptist Church.

FUNCTIONS:

The duties of the Team shall include the following:

1. Review Application Requirements.
 - (a) Before announcing the application period the Team should review the current scholarship application package requirements to update and/or make changes if necessary. The Team should review the following:
 - (i) information to include on the application
 - (ii) transcripts required
 - (iii) number and sources of letters of recommendation
 - (iv) content desired in the applicant's personal letter
 - (b) The Team should also at this time review the individual scholarship funds available and their individual requirements. This will allow the Team to better inform applicants as well as aid the Team in the actual awarding of scholarships later.
2. Promote the Application Period.
 - (a) This should be done in the February/March timeframe for the next school year.
 - (b) The application period should be at least 4 weeks but should not exceed 8 weeks.
 - (c) The Team should decide how and where the Scholarships should be advertised. Descriptions of the scholarship funds available should be included in any advertisement so applicants are aware of the requirements.
 - (d) The Team Leader should make contact with the Senior Counselors of our immediate community high schools (currently only Edison High School) to inform them of the scholarships available and the application deadline.
 - (e) Application packages should be submitted by the student only when all required elements are complete. It will be the student's responsibility to ensure that all requirements are met before

submission. Only complete packages submitted no later than the due date will be reviewed by the Team for scholarship consideration.

3. Award Scholarships.

(a) After the application deadline, the Team Leader should make contact with the Church office to find out how soon materials will be available for the Team and then schedule a Team meeting to distribute materials and review procedures for evaluating application packages. (See attachment "Guidelines for selecting scholarship applicants") Each team member should carefully read all letters of recommendation, personal letters, as well as carefully review all transcripts.

(b) The Team should be given at least a week to individually evaluate all the application packages before meeting again. The Team should then meet again to evaluate each application package together, answer any questions that may have arisen during each members' review of applications, and then determine first, which applicants are eligible for each fund and then second determine the actual scholarship award amounts. All scholarship funds available should be awarded each year as much as possible within the requirements of each fund. The team's evaluation should follow these general guidelines:

- (i) Total the individual scores given by each team member for each applicant;
- (ii) Rank applicants from highest to lowest total score;
- (iii) Discuss ranking to ensure everyone is in agreement based on each member's review of the applications;
- (iv) Award scholarships based on final rankings.

(c) After scholarship awards have been decided the Team Leader should write a letter to the Church's Business Administrator informing him of the Team's decisions.

(d) Personal information contained in the applications shall remain confidential and the applications shall be destroyed after the scholarship decisions have been made.

4. Follow-up with scholarship recipients.

In the Fall and/or Spring the Team should seek to follow-up with scholarship recipients from the previous year to find out how the students are doing, how their scholarship assisted them, and prayer requests. The Team should decide how this might be best accomplished and how often.

DURATION:

The Team shall continue in existence indefinitely until terminated by the church body.

TEAM LEADER:

The Team Leader shall be nominated by the Ministry Matching Team and approved by the church body. If the Team Leader is unable to attend a Team meeting or leadership meeting, the Team Leader shall designate another member of the Team to lead the meeting or represent the Team. The Team Leader shall also ensure our immediate community high school (at this time just Edison High School) is aware of the scholarship application period.

TEAM MEMBERSHIP:

To effectively carry out the mission of the team it is recommended that the Team have at least 5 members to serve on the Team. The assigned staff liaison shall be a non-voting member.

MEETINGS:

A meeting of the Team may be called at anytime by the Team Leader or any other two members on at least 7 days notice and communicated to the Church office for posting on the website and Church calendar. A majority of the members of the Team shall constitute a quorum for the transaction of Team business. All Team meetings shall be open to Church members and invited guests, except for those matters which may require an executive session. Participation in Team deliberations, however, shall only be by invitation of the Team.

MINUTES & REPORTS:

The Team may designate a person to summarize the proceedings of the Team's meetings. The records of the Team shall be delivered to the Church Business Administrator to be retained in accordance with the retention policy established by the church. The Team Leader may authorize the creation and distribution of reports or position papers as appropriate.

EFFECTIVE DATE:

This Charter was approved by the Church to be effective _____ and shall govern the operation of the Team hereafter.

**SCHOLARSHIP TEAM
MEETING SCHEDULE AND PRIMARY AGENDA ITEMS
ADDENDUM 1**

The annual meeting schedule and primary agendas for such meetings are described below.

| DATE | PRIMARY AGENDA |
|------------------|--|
| All Meetings | Pray for past year's scholarship recipients and this year's applicants |
| October | First meeting – "Meet & Greet" Review Mission of the Team Review Scholarship recipients from last year to determine how to follow-up with them |
| November | Meetings optional |
| December | Meetings optional |
| January | Review Mission and Duties Establish the official application period and determine how to announce Review application requirements – make changes as necessary |
| February | Meetings optional |
| March /April | Meet at least twice (1) meet to distribute notebooks with application packages and review procedures for evaluating them (2) meet to discuss applications and award scholarships |
| May | Meetings optional |
| June | Meetings optional |
| July | Meetings optional |
| August/September | Meet to determine follow-up and prayer for new scholarship recipients |

**ADDENDUM 2
GUIDELINES FOR SELECTING SCHOLARSHIP APPLICANTS**

Name: _____

Please rate from 0 to 5, with 5 being the highest

- | | | | | | | |
|-----------------------------------|---|---|---|---|---|---|
| • Christian commitment | 0 | 1 | 2 | 3 | 4 | 5 |
| • Financial need | 0 | 1 | 2 | 3 | 4 | 5 |
| • Academically capable of success | 0 | 1 | 2 | 3 | 4 | 5 |

Remarks:

Total Score _____

GUIDELINES FOR SELECTING SCHOLARSHIP APPLICANTS

Name: _____

Please rate from 0 to 5, with 5 being the highest

- | | | | | | | |
|-----------------------------------|---|---|---|---|---|---|
| • Christian commitment | 0 | 1 | 2 | 3 | 4 | 5 |
| • Financial need | 0 | 1 | 2 | 3 | 4 | 5 |
| • Academically capable of success | 0 | 1 | 2 | 3 | 4 | 5 |

Remarks:

Total Score _____

ADDENDUM 3

INSTRUCTIONS FOR COMPLETING SCHOLARSHIP APPLICATION

1. Please print using dark ink or type.
2. Fill in ***all*** blanks, use "N/A" or "zero" if necessary.
3. Send only the information and attachments requested on the application.
(Copies of financial documents are not needed unless requested.)
4. It is the applicant's responsibility to ensure all required information is submitted and received in the church office by the application deadline. Incomplete applications will not be considered.

NOTE: APPLICATION DEADLINE IS Monday, March 31, 2008