



"Pointing the way to excellence"

POLICIES AND PROCEDURES CONCERNING SCHOLARSHIPS

1. The Director of the Foundation will distribute scholarship applications to the counselor offices of both Ruskin and Hickman Mills High Schools by the first week of February of each year.
2. The Foundation Board of Directors will require scholarship applications submitted to the Foundation Office or be postmarked by March 15 of each year.
3. The Foundation Board of Directors will establish a team of at least three Board members to read and review scholarships and distribute an already determined amount of funds to the successful applicants.
4. The Foundation Board of Directors will determine each year the amount to be awarded in scholarships, dependent upon revenue and IRS regulations.
5. The Foundation Board of Directors will award scholarships and contact recipients by letter.
6. The scholarship recipients will be asked in the notification letter to inform the Foundation office the name and address of the post high school institution of higher learning that the recipient will be attending.
7. A+ scholarships will be primary and Foundation Scholarships will be secondary in fulfilling the student's financial needs at the post high school institution of higher learning and will be retained by the Foundation until needed for future educational expenses.
8. The Director of the Foundation will send previously determined amount of Scholarship funds to the higher institution of the scholarship recipient.
9. The Director of the Foundation will write the scholarship checks to be made payable to the institution and to the scholarship recipient.
10. The Scholarship Recipients will be honored by the Board of Directors of the Hickman Mills C-1 School District