

**St. John's Council Scholarship Program
Procedure & Instruction Sheet**

Program: a benefit to members, for their children or grandchildren, to be able to receive a scholarship award.

Awards:

- a). *Catholic High School:* up to (2) scholarships each year to elementary school graduates accepted to a Catholic H. S. for freshman year only.
- b). *College:* up to (2) scholarships each year to high school graduates accepted to a college/university for freshman year only.

Amounts: Catholic H. S.: a minimum of \$250.00 each; College: a minimum of \$500.00 each.*

**the amount and number of awards to be reviewed each year by the Scholarship Committee for possible increase or decrease depending upon monies available from the Scholarship Fund.*

Eligibility Requirements:

- Applicants must have either a father, brother, grandfather as a member in good standing with the Council for at least one year prior to date of application. If the member is deceased, applicants still qualify.
- Applicants must be accepted to a *full-time* college/university program of education or Catholic High School.
- Applicant must have a ~~Bø~~ average or GPA of 3.0 or higher. A copy of a certified transcript of cumulative grades from the school up to and including the current year **must be** included with the application to qualify.
- Members of the Council Squires Circle are eligible for this program.

How Administered:

- a. The Financial Secretary (FS) will receive and review all applications directly, checking for completeness and if they meet the criteria. The FS will assign a sequential number to each approved application.
- b. The FS will present results to the Scholarship Committee consisting of the GK, DGK, IPGK, FS, Trustees (3), one at-large member & Chairman. *Currently, the FS is also serving as Chairman.*
- c. If a member of the committee has knowledge of a conflict of interest with the applicant(s), the member must notify the committee. With the way applications are handled, it may not be necessary for anyone to recuse themselves.
- d. Applications will be screened on the basis of the following criteria:
 1. Applicants must have either a father, brother, grandfather as a member in good standing with the Council for at least one year prior to date of application. If the member is deceased, applicants still qualify.
 2. Applicants must be accepted to a *full time* college/university program of education.
 3. Applicant must have a GPA of 3.0 or higher.
 4. And, if applicant performed any service work in a community, church, or school activity.
- e. Those applications that qualify with criteria are assigned a sequential number by the FS. On the evening of the drawing, the FS will prepare ballots with these numbers and place them in separate pools from which the winners will be drawn at random. The ballots will be presented to the GK. The GK & DGK will draw the winners.
- f. **Completed applications and a school certified transcript of the student's 4-year GPA scores must be received (*in hand*) by no later than April 30.** Any applications received after that date will be rejected.
- g. Applications can be obtained by writing to Scholarship, P. O. Box 211, Dumont, NJ 07628, picked up at Council meetings, on Friday evenings after 8pm, or by calling the FS at 201-338-2617.
- h. Completed applications & transcripts must be mailed to Scholarship, c/o George DiCostanzo, 70 Dulles Drive, Dumont, NJ 07628, postmarked before April 30.

When will winners be selected: The drawing of winners will take place at the first meeting in June. The winners will be notified by FS by telephone and mail and invited with their sponsors and family to the second meeting in June.

When will awards be presented: at the second meeting in June each year.