

CASI National Scholarship Program Policy

Purpose: to increase CASI profile as a charitable organization by providing educational opportunities beyond high school to students in order to produce productive members of society.

General guidelines: Permissible uses of funds include payment of tuition and fees required for books, supplies, and/or equipment required for courses of instruction. The recipient may attend a recognized institution of higher learning, including certified/accredited trade/technical schools. Efforts need to be made to have students apply for trade/technical scholarships.

Funding: Funding for this program will come from proceeds from Scholarship Day (held on Friday at TICC) and from donations.

Applicants: The applicant will be chosen based on the following criteria: grades, leadership, community, school activities, letter of reference, and essay. The applicant must attach to the application

- a) One letter of reference testifying to his/her talents, leadership and seriousness of purpose (limit 250 words)
- b) An essay written by the applicant about himself and his future goals (limit 250 words)
- c) An official transcript of junior and senior years (on one page)
- d) A copy of ACT or SAT score report (can be on page with transcript) (not needed for trade/technical school)

As the scholarship application is advertised mainly by individual pods and the website, applicants will need to be sponsored by a Chili Pod. The Great Pepper/pod representative will gather the applications and assure that the applications are complete. The Great Pepper/pod representative will then forward the application to the Program Administrator. The applicant and the Great Pepper/pod representative will be notified if the applicant is awarded a scholarship. The Great Pepper/pod representative can then award the scholarship at the student's school if he/she wishes.

Recipients: Recipients must obtain at least a 2.5 cumulative grade point average on a 4.0 scale and carry a minimum of 12 hours or be considered by the registrar to be a full-time student.

Note: If recipient's cumulative GPA falls below 2.5 or if the recipient fails to register as a full-time student for the semester, the recipient will be placed on probation for one semester. If probationary issues are not corrected within the following semester, the remaining scholarship funds allotted to the recipient will be forfeited.

Recipients will receive \$500 for the fall semester and upon proving grade and enrollment requirements will receive the remaining scholarship monies at the rate of \$500 per semester. Recipients will prove grade and enrollment requirements by submitting a copy of their semester grades to the Program Administrator no later than the second week of the month following completion of the semester (January for the fall semester and June for the spring semester).

Academic scholarships are for a maximum of four years (\$4000 total).
Trade/technical school scholarships are for a maximum of two years (\$2000).

Number of Scholarships: The number of scholarships awarded will change yearly due to the amount of funds in the program. The number and type of scholarships will be determined by the Board at the winter meeting. A minimum of 20% of the funding will be allocated to trade/technical school applicants.

Scholarship Committee: The committee will be composed of a Program Administrator and nine committee members who are all CASI members. The job description of the **Program Administrator** follows:

- Administer the program
- Receive, copy and distribute scholarship applications to Scholarship Committee members
- Receive, tabulate and compile ranking of top 10 individuals selected by the Committee
- Submit reports to the Executive Director for all Board Meetings and may attend if desired to do so
- Communicate with the scholarship recipients to acquire pertinent school financial aid information
- Maintain status reports and records on all scholarship recipients
- Communicate regularly with scholarship recipients on student's progress
- Maintain a waiting list of interested CASI members who have expressed an interest in serving on the committee
- Assist the Board of Directors in keeping the guidelines current
- Receive contributions from donors for the Scholarship Program which includes receiving the notification of contributions sent directly to the CASI Treasurer.
- Send acknowledgements to donors and those families for whom memorials are made

The Program Administrator will serve a three-year term and can be reselected by the Board to serve additional terms if desired. Terms will begin and end in June.

The job description of the **Committee Members** follows:

- Review applications
- Select top 10 in rank order (using the attached scoring matrix if desired)
- Inform the Administrator of choices by the deadline designated by the Program Administrator
- Shred the applications after informing the administrator as the applications contain confidential information of the student

The Committee Members will serve three-year terms. (Current members can be reselected to serve additional three-year terms.) Three member terms would end each year. A waiting list of interested CASI members will be maintained by the Program Administrator. These individuals will constitute the pool from which three new committee members would be chosen by the Program Administrator each year. The new members would need to be notified no later than December 15th preceding their terms which will begin February 1st of the next year.

