

Student Activities Scholarship Application Guidelines

First Baptist Carrollton – Student Ministry

Purpose

The purpose of these guidelines is to specify how to administer student scholarship funds.

Goal

The goal of these guidelines is to assist as many students as possible attend as many student activities as possible.

Scholarships

1. There are two types of scholarships considered:
 - Partial scholarships – A Portion of the activity cost is covered by the scholarship and the other portion is paid for by the applicant/parent.
2. Emphasis should be placed on partial scholarships so that a larger number of individuals may benefit from the program.
3. Designated scholarships should be administered as specified by the donor.

Responsibilities

1. Student Ministry
 - Develop and maintain these guidelines.
 - Publish these guidelines to the church membership for information.
 - Administer student scholarships in accordance with these guidelines.
 - Provide a copy of these guidelines and application form to students and their parents *prior to each* activity that scholarships are expected to be available.
 - Publish the dates and costs of student activities to the church membership, especially students and their parents, in a timely manner.
 - Publish information relating the availability of scholarship funds for student activities to students and their parents in a timely manner.
2. Scholarship Recipient & Parents
 - Complete, sign and submit the Student Activities Scholarship Application *by the deadline printed on the scholarship application for that event*.
 - Pay the scholarship recipient's portion of the activity costs **prior** to the activity and receiving the scholarship benefit.
 - Inform the Student Pastor immediately if the recipient is unable to participate in the activity, so that the scholarship may be awarded to another applicant.

Scholarship Administration

1. Scholarships should administered by the Student Ministry.
2. The number of scholarships of each type to be given should be based on the amount of funds available, the number of applicants and any special considerations.
3. A scholarship should not be awarded to the same individual for all youth activities.
4. All applicant information shall be treated confidentially.
5. Applicants should submit a Student Activities Scholarship Application for each event.
6. The applicant and the parent should sign the Student Activities Scholarship Application and submit it to the church office by the published due date.
7. Scholarship funds given for a designated individual should be awarded as the donor specifies. No Student Activities Scholarship Application is required.
8. Scholarship applications and decision information should be kept as necessary, and confidentially, to aid the Student Ministry in making later scholarship decisions.

Scholarship Recipient Criteria

1. Scholarships should be awarded to applicants based on the following criteria. The criteria are not listed in any specific order of importance. The Student Ministry may weight these criteria and others, as needed, as they deem appropriate.
 - Desire to participate in the activity
 - Financial need (unverified)
 - Family with more than one child involved in the activity
 - Application completed, signed, and submitted by due date
 - Parental support
 - Recommendations by program leader, teacher or minister
 - Regular participation in program activities
 - Leadership
 - Number of scholarships previously awarded
 - Number of scholarships expected to be needed
 - Needs of the program
 - Merit
 - Availability of scholarship funds
2. In addition the Student Activities Scholarship Application, information regarding the above criteria may be obtained from the program leadership, ministers, and others as needed.
3. No effort should be made to require the parent to prove their financial situation.

Scholarship Funds

1. All funds that are received for student activity scholarships will be kept in a designated church account until dispersed to scholarship recipients.
2. Anonymous scholarship funds shall be kept anonymous.
3. Scholarship funds should not be dispersed on behalf of the scholarship recipient until *after* he or she has paid his or her portion of the activity costs. Scholarship funds may be dispersed if an acceptable payment plan has been arranged with the Student Pastor.