

Scholarship Committee Description and Authorization

Purpose: The Scholarship Committee consists of one chairperson, at least one KPWCA Board member and 2 to 4 additional volunteers. The Committee awards scholarships to worthy graduating high school seniors who are pursuing additional academic education or technical training and whose families are members of the KPWCA. The Committee:

- Creates a sense of community, encourages participation in an active community life and enriches neighbors lives
- Collaborates with the Board if changes to the committee scope are needed
- Works with the Board to develop annual budgets and communicates emergent additional funding needs during the year
- Encourages the development of neighborhood youth and
- Encourages residents to join the KPWCA

Scope: The Committee chairperson and other committee members must be members in good standing. The Scholarship Committee will facilitate the KPWCA mission by promoting community service and good citizenship with the KPWCA Scholarship activity. Each scholarship will be awarded based on community service, civic activities and extracurricular service involvement (40%), academic achievement (20%), a written essay (20%), and a personal interview (20%). The scholarship is open to seniors who are enrolling in a 4-year college/university, 2-year college, trade or technical training, or formalized Gap Year program. The Committee will publicize the due date for scholarship applications in the Herald and social media, provide the scholarship assessment criteria for applicants, collect the submissions, arrange an interview location, select winners based on timely submission and the evaluation criteria, determine the award per applicant based on the available budget and optional contributions, announce scholarship winners at school assemblies and inform the winners of the check receipt process so they can send the Treasurer their school or VA 529 (or other state) account information. The Treasurer will then send the checks to the students made out to their education accounts.

Authorization: The Committee is authorized to pay for a room to conduct the interviews, buy paper and office supplies, inform winners on the amount of their scholarship based on the maximum amount limit provided by the treasurer. Receipts for reimbursement should be submitted for payment to the KPWCA Treasurer within 60 days following the expense. The Committee will coordinate with the KPWCA Treasurer to determine budget and donation balances at the beginning of each fiscal year. The scope and budget of each standing committee's assignment shall be reviewed and identified by the Board of Directors at the beginning of each fiscal year and provided to the Committee chair.

Temporary requests to change or go beyond the scope of this authorization must be coordinated with KPWCA Board. Permanent changes must be approved in writing and signed by the President, KPWCA, Inc

Signed,



Sarah Lennon

President, KPWCA Inc.

Date: 5/24/21