

# THE ST. MARK LUTHERAN CHURCH MARY M. HOFFMAN SCHOLARSHIP FUND

## I. PURPOSE AND ELIGIBILITY

THIS SCHOLARSHIP WILL BE USED FOR ONGOING EDUCATION BY MEMBERS OR OFFSPRING OF MEMBERS OF ST. MARK LUTHERAN CHURCH. SCHOLARSHIPS MAY BE USED FOR POST-HIGH SCHOOL EDUCATION IN COLLEGE, TRADE SCHOOL, SEMINARY, OR POST-GRADUATE SCHOOL. SCHOLARSHIPS WILL BE AWARDED ON THE BASIS OF FINANCIAL NEED, SCHOLASTIC APTITUDE, CHURCH AND COMMUNITY PARTICIPATION.

## II. ADMINISTRATION

THE FACILITATION OF THE ANNUAL PROCESS IS THE RESPONSIBILITY OF THE SCHOLARSHIP COMMITTEE. THIS COMMITTEE SHALL REPORT TO THE CONGREGATION COUNCIL. THE INVESTMENT COMMITTEE OF ST. MARK LUTHERAN CHURCH SHALL BE RESPONSIBLE FOR INVESTMENT OF THE SCHOLARSHIP FUNDS AND SHALL REPORT NO LESS THAN QUARTERLY TO THE SCHOLARSHIP COMMITTEE. THE SCHOLARSHIP COMMITTEE WILL SELECT TWO INDIVIDUALS, FROM ALL THE QUALIFYING APPLICANTS TO AWARD TWO SEPARATE \$1,000 SCHOLARSHIPS TO. THE SCHOLARSHIP AWARD PROCESS WILL TAKE PLACE ONE TIME A YEAR TO ALIGN WITH THE START OF EITHER THE SPRING OR FALL SEMESTER. THE CONGREGATION COUNCIL WILL DECIDE AND COMMUNICATE WHICH SEMESTER OF THE CURRENT YEAR THE SCHOLARSHIP WILL BE AWARDED DURING NO LATER THAN APRIL 30<sup>TH</sup> EACH YEAR. IN YEARS WHERE THERE IS ONLY ONE QUALIFYING APPLICANT, THEY WILL RECEIVE A MAXIMUM OF \$1,000 DURING EACH CALENDAR YEAR. CHECKS WILL BE MADE OUT TO THE AWARD RECIPIENT.

## III. SELECTION PROCEDURE

A. APPLICANT COMPLETES AN APPLICATION FORM AND RETURNS IT TO THE CONGREGATION COUNCIL PRESIDENT'S MAILBOX IN THE OFFICE NO LATER THAN THE 'APPLICATION DEADLINE' FOR THE SELECTED CURRENT YEAR SEMESTER. FORMS ARE AVAILABLE IN THE CHURCH OFFICE OR ON THE YOUTH BULLETIN BOARD. REFERENCES AND TRANSCRIPTS MUST ALSO BE RECEIVED BY THIS SAME 'APPLICATION DEADLINE' DATE. IT IS THE APPLICANT'S RESPONSIBILITY TO MAKE SURE THAT THIS COMMITTEE HAS RECEIVED ALL NECESSARY MATERIALS.

B. THE COMMITTEE SCREENS APPLICANTS TAKING INTO CONSIDERATION (1) THE AVAILABLE FUNDS AND (2) THE NUMBER OF APPLICANTS

C. APPLICANTS MAY BE INTERVIEWED IF THE COMMITTEE DEEMS NECESSARY.

D. RECIPIENTS WILL BE SELECTED BY THE SCHOLARSHIP COMMITTEE DURING THE 'REVIEW PERIOD' FOR THE SELECTED SEMESTER AND SUBMITTED FOR CONGREGATION COUNCIL APPROVAL DURING THEIR NORMALLY SCHEDULED MONTHLY MEETING.

E. ONCE CONGREGATION COUNCIL APPROVES AWARD RECIPIENTS, ALL APPLICANTS WILL BE NOTIFIED ON THE 'SCHOLARSHIP AWARD COMMUNICATION' DATE FOR THE SELECTED CURRENT YEAR SEMESTER.

### F. SPRING SEMESTER AWARD KEY DATES:

- APPLICATION DEADLINE: NOVEMBER 1<sup>ST</sup> 20XX
- REVIEW PERIOD: NOVEMBER 1<sup>ST</sup> 20XX THROUGH SECOND SUNDAY IN DECEMBER 20XX/ ROUGHLY 5 WEEKS
- SCHOLARSHIP AWARD COMMUNICATION: THIRD SUNDAY IN DECEMBER 20XX

### G. FALL SEMESTER AWARD KEY DATES:

- APPLICATION DEADLINE: JULY 1<sup>ST</sup> 20XX
- REVIEW PERIOD: JULY 1<sup>ST</sup> 20XX THROUGH SECOND SUNDAY IN AUGUST 20XX/ ROUGHLY 5 WEEKS

H. SCHOLARSHIP AWARD COMMUNICATION: THIRD SUNDAY IN AUGUST 20XX

## IV. APPLICATION

APPLICATION SHOULD BE FILLED OUT IN ITS ENTIRETY UTILIZING THE MARY HOFFMAN APPLICATION FORM. APPLICANTS MAY REAPPLY EACH YEAR. UPON RECOMMENDATION OF THE COMMITTEE AND APPROVAL OF CONGREGATIONAL COUNCIL, SCHOLARSHIP AWARDS WILL BE PAID OUT DURING THE TWO WEEKS SUBSEQUENT TO THE SCHOLARSHIP AWARD COMMUNICATION DATES FOR THE SELECTED CURRENT YEAR SEMESTER.

## V. STIPULATIONS

FINANCIAL ASSISTANCE FROM THIS SCHOLARSHIP SHALL BE CONSIDERED OUTRIGHT GIFTS. NO LOANS WILL BE MADE FROM THIS FUND.

## VI. INCREASING THE FUND

THE FUND MAY RECEIVE GIFTS FROM MEMBERS AND ORGANIZATIONS OF THE CONGREGATION. PRIVATE GIFTS, MEMORIALS, AND BEQUESTS ARE ALSO ENCOURAGED.

## **VII. REVISION PROCEDURES**

THE APPLICATION FORMS, TERMS, AND GUIDELINES OF THIS FUND SHALL BE REVIEWED AT LEAST ONCE EVERY THREE YEARS TO MEET THE NEEDS OF CHANGING TIMES.

## **VIII. SCHOLARSHIP COMMITTEE**

- A. THE SCHOLARSHIP COMMITTEE WILL CONSIST OF THE PASTOR AND AT LEAST THREE ACTIVE MEMBERS OF ST. MARK LUTHERAN CHURCH APPOINTED BY THE PASTOR.
- B. TO AVOID CONFLICT OF INTERESTS, THE SCHOLARSHIP COMMITTEE MEMBERS AND THEIR IMMEDIATE FAMILY WILL NOT BE ELIGIBLE TO BE RECIPIENTS OF THE MARY HOFFMAN SCHOLARSHIP.
- C. EACH SCHOLARSHIP COMMITTEE MEMBER WILL SERVE A TWO-YEAR TERM AND MAY BE REAPPOINTED TO THE COMMITTEE INDEFINITELY.