

## **Standard Operating Procedures Oregon GCSA Legacy Scholarship**

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1. **PURPOSE:** To identify and recognize a child or grandchild of an Oregon GCSA member and provide them with a scholarship award of an amount to be determined annually by the OGCSA Board of Directors. The award will be funded by the Oregon GCSA and administered by the Board of Directors of the Oregon GCSA.
  
2. **COMPOSITION:** Oregon GCSA Legacy Scholarship will be awarded to the most outstanding student(s) in an annual evaluation based on eligibility and selection criteria indicated below. Applications will be reviewed by the scholarship committee and submitted to the Oregon GCSA Board of Directors for final approval. All decisions of the committee will be final. Application deadline will be March 31 of each year. Applicants will be notified of their status by April 30 of the year submitted. Scholarship award checks will be made payable to the educational institution of their choice.
  
3. **ELIGIBILITY:**
  - One or more of the applicant's parents or grandparents must be a currently active or current AA-Life member of Oregon GCSA and maintained the membership for five or more consecutive years, including and leading up to current year of application in one of the following classifications: A, B, C, Affiliate, AA-Life Honorary Lifetime Member. The scholarship is open to natural or adoptive offspring of Oregon GCSA members. Children or grandchildren of deceased members are also eligible if the member was active at the time of his or her death.
  - The student must be enrolled full-time at an accredited institution of higher learning, accredited technical college, or other education related endeavor deemed appropriate by the Scholarship Committee. In the case of high school seniors, the student must be accepted at such an institution for the next academic year. Graduating high school seniors must attach a letter of acceptance to their application.
  - Any number of students from the same family may apply.
  - Award winners are ineligible to apply the year following their award but can reapply after a one-year hiatus.
  - If a child or grandchild of a current Oregon GCSA member of the Board and/or scholarship committee is applying, they must excuse themselves from the committee and Board section. Committee vacancies will be replaced by another current Board member or Past President of the Oregon GCSA.
  
4. **CRITERIA FOR SELECTION:**
  - Applicants will be evaluated based on written essay, academic achievement, extracurricular and community involvement, leadership, and outside employment.
  - The student must submit an original essay of up to 500 words. The essay must be original and not previously submitted to the Oregon GCSA.
  - Letter of Recommendation

- Financial need is not a factor in the selection.

## **5. SELECTION PROCESS:**

- The Scholarship Committee shall evaluate and score the applications with the established scoring rubric. Based on the scores, a ranking of all applicants will be established.
- It shall be the responsibility of a committee member to refrain from judging if he/she feels there is a personal bias on their part. In the event of a tie for the #1 ranking G.P.A. will become the tiebreak. In the event of a tie in G.P.A., the Committee Chairman will be given the authority to determine the result.

## **6. HOW TO APPLY:**

Students must complete the online application form and submit the following under one:

1. Official Transcripts from all high schools if applicant is a graduating Senior or Official College Transcript if attending University.
2. Typed original essay (up to 500 words).
3. Typed letter of recommendation from teacher, coach, mentor or employer. Letter may not be from sponsoring member parent.
4. Graduating high school seniors must attach a letter of acceptance to their application.
5. All applications must be completed and all documents submitted by March 31.

Award amounts will be determined on an annual basis.

Recipients will be notified no later than April 30.

Scholarships will be presented at the Annual Meeting of the Oregon GCSA in May.