

administrative guidelines

BOARD OF EDUCATION
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS

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STUDENT AWARDS AND SCHOLARSHIPS

Scholarship Committee Composition

The Scholarship Committee shall be a ten-member committee appointed annually on or before February 1 by the high school principal. Effective February 1, 1992, three of the committee members will be appointed to serve for a term of three (3) years; three will be appointed to serve a two (2) year term, while three members will serve for a period of one (1) year. The committee chair shall also be named by the high school principal annually. The committee chair may be reappointed at the sole discretion of the principal without limitation to years served.

The current 1991 committee shall include:

- A. Teachers of upper level students taking classes in major academic areas including mathematics, science, communication arts, and social studies.
- B. Member of music department to assist with selections which have music related criteria.
- C. Guidance counselors
- D. Committee chair who is directly responsible for the entire school-sponsored scholarship program.
- E. High school principal who serves in an advisory capacity and does not actively participate in selections.

Scholarship Recipient Selection Procedures

- A. Letters are sent to scholarship sponsors from the previous year's program to determine what monies, if any, will be made available for the current year's program. (2/6)
- B. Generic scholarship application forms shall be made available in the high school guidance office. Scholarships will be publicized through student announcements, postings, and through local media. Use of a single generic form allows a student to be considered for all available scholarships with one application. The financial statement included in the application, must be completed in order for a student to be considered for all scholarships available. Applications from high school seniors are due on March 23 and those from college students shall be due on April 14.
- C. Financial need figures are processed as completed applications are received. These figures are analyzed along with the costs associated with the college or post secondary institution, which the student plans to attend.

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- D. The initial meeting of the committee shall be held during the first week of April. A list of scholarships available for the current year's program will be presented along with a list of high school senior candidates including GPA, class rank, and a financial need figure for those having submitted the financial statement. Names of student candidate finalists meeting specific criteria of sponsor awards are submitted to sponsors who are involved in making the final selections. Sponsors are asked to respond with their final selection within thirty (30) days.
- E. Financial need figures are then processed for college applicants. College applicants are former Port graduates who are currently enrolled at an institution of higher learning.
- F. A second meeting of the committee shall be held during the second week of May. A listing of college candidates is presented including GPA and financial need figures. (All college scholarships require the submission of the financial need statement.)

The sponsor chosen winners are indicated.

The committee begins to make the remaining selections based on the following factors:

- A. Degree of financial need (may be specific requisite for a given scholarship).
- B. GPA and class rank.
- C. Level of rigor of student's high school academic program.
- D. Special criteria specified by sponsoring individual organization (i.e. intent to pursue particular career or area of study).
- E. Individual character.
- F. Personal contributions to school and community.
- G. Amount of scholarship monies already awarded.

The committee will hold additional meetings as necessary to make remaining selections.

A copy of the current scholarship application shall be attached as part of the guidelines.

Continuing Scholarships Managed by the District

Wherein managing scholarships from trust and agency accounts of the district, the administration shall develop continuing scholarship arrangements only upon receipt of monies to fund the full term of the respective scholarship. Donors or trustees of continuing scholarships managed by private employers, trusts and service agencies will be contacted by chair annually to gain assurances of availability of funds.

Approved: 8/18/04