



FOUNDATION POLICIES

No. 10: SCHOLARSHIP COMMITTEE

Approved by Board Action: May 16, 2023

Committee Member Structure

The Scholarship Committee is a standing committee of the Foundation. Members of the Scholarship Committee shall consist of five (5) members to include one (1) District Board member to be appointed by the District Governor, one (1) Foundation Board member to be appointed by the Foundation President, and three (3) at large members to be appointed by the Foundation Board, of which each shall represent one of the three states of the District (a LA representative, a MS representative, and a TN representative). Appointments shall be made with a goal of diversity of all types.

Committee Member Terms

The Foundation Board member and District Board member shall be a one-year term to align with the terms of the Foundation President and District Governor. The Foundation Board member will serve as the Committee Chair and report to the Foundation Board.

To establish staggered terms, the initial term for the three (3) at large members shall be one-year for the Louisiana representative, two-years for the Mississippi representative, and three-years for the Tennessee representative. Terms following these initial terms shall be two-years for each at large member. At large members may serve multiple terms at the discretion of the Foundation Board.

Scholarship Programs

- The District Foundation Key Club Scholarship program is open to high school seniors who are active Key Club members in the LaMissTenn District.
- The District Foundation Circle K Scholarship program is open to all college students who are active Circle K members in the LaMissTenn District.
- Committee will establish specific funding amounts for each scholarship on an annual basis in alignment with the Foundation's budget.

Scholarship Scoring Criteria

Scholarship scoring shall include, but is not limited to, community service involvement, letters of recommendation, Key Club or Circle K Club participation, District events participation, academic performance, and extracurricular activities.

Scholarship Application Process

- During the months of March to October, the Committee shall review application and scoring criteria and award allocation amount to ensure meaningful evaluations and encourage competitive submissions.
- Applications, including award allocation details, shall be made available on or before November each year. Applications shall be posted to the website and promoted through the District Key Club

Administrator, Key Club Lieutenant Governors, District Circle K Club Administrator, Circle K Lieutenant Governors, and Kiwanis Club Officers and SLP Sponsors (Kiwanis and faculty advisors).

- A member of the Committee should be made available to present an educational program on the Scholarship Programs at the Key Club Fall Rallies, Key Club District Convention, and Circle K District Convention.
- Application packets shall be submitted to the District office through the District website by January 31st.
- The District office shall make all efforts to anonymize applications and distribute applications and scoring criteria to the Scholarship Committee within seven (7) days of the application deadline.
- The Scholarship Committee shall have three (3) weeks to review and score applications.
- Once determined, and no later than four (4) weeks after the application deadline, the Scholarship Committee shall submit successful candidates to the District Office.
- Announcement of winners shall be made at the Key Club and Circle K Conventions, if possible.
- The District office shall distribute notice to all applicants. Post-secondary institutions contact information will be requested from successful candidates. Unsuccessful candidates shall be notified of the results and provided feedback, if any.
- Funds will be distributed directly to post-secondary institutions on the successful candidate's behalf no later than August 1st, provided proper information has been provided.
- The District office shall keep all scholarship applications and scoring criteria on file for three (3) years.
- The decision of the Scholarship Committee is final.