

MOUNT VERNON MANOR SCHOLARSHIP PROGRAM
OF THE
MOUNT VERNON MANOR CITIZENS ASSOCIATION, INC.

I. MVMSP: The name of this nonprofit civic educational endeavor shall be Mount Vernon Manor Scholarship Program of the Mount Vernon Manor Citizens Association, Inc., also referred to as "MVMSP," the "Scholarship Program" or just "SP," which shall be an entity of the Association.

a. The Mount Vernon Manor Citizens Association, Inc. is recognized as exempt from federal income tax under Section 501(c)(4) of the Internal Revenue Code as of December 4, 1969. {Re. IRS Letter Jan 6, 1975}

b. With consent and appointment, the Mount Vernon Manor Education Committee Chair shall be the point of contact and shall serve as Scholarship Selection Committee Chairman.

c. The Scholarship Program (SP) shall adopt the calendar year of January 1 through December 31 as its fiscal year and will operate on a cash basis annually. Participants in the SP shall serve at the pleasure of the President without compensation. Funds donated to the SP will be recorded and accounted for by the MVMCA Treasurer in a special "Scholarship Donation" line item to be used only for "Scholarship Awards." Annual expenses incurred during the administration and execution of the SP, except for the awards themselves, will be absorbed by the MVMCA. However, for any year, should there be no student, nor qualified applicant, there will be no award.

d. Authorization for the MVMSP is effective upon certification by the MVMCA Board of Directors (BOD).

e. Robert's Rules of Order, latest edition, shall govern functions within the program unless otherwise provided herein. Proxy, absentee or cumulative voting shall not be used in program procedures. However, if required by time constraints, voting may take place using electronic means.

f. Records of all committees or units created in support of the Scholarship Program shall be subject to review. Such committees, other than ad hoc, single event or one time purpose units, shall have three to five members. Three members shall constitute a quorum to transact business at a meeting.

II. Purpose: Embracing community spirit coupled with encouraging advanced studies and career development in our students are the motivating forces behind the financial rewards to students aspiring to attend schools of higher learning.

III. Eligibility: Each scholarship recipient shall:

a. Be a graduating student of a MVMCA member residing in the Mount Vernon Manor area of membership.

b. Be accepted for admission to an accredited university, college, artistic or technical institution, offering college or advanced level programs in the United States of America, excluding US military academies.

c. Not have a relative serving as a member of the Selection Committee. Should this occur, the member shall resign from the committee, be temporarily replaced or withdraw from participation.

d. Submit, on a timely basis, a properly completed application - attached.

IV. CRITERIA: Candidate selection will be based upon scholastic ability or potential, on leadership traits, apparent excellence in character, personal qualities, as well as demonstrable community service and participation in school activities. Review and evaluation of the submitted application and attachments shall be included.

V. Scholarship Selection Committee (SSC): Members of the Scholarship Selection Committee shall provide stewardship in carrying out the purpose of the scholarship program while administering and performing assigned committee functions. The President may create other units or assign additional or temporary appointments or tasks to the committee, with BOD approval, to meet special requirements or fill vacancies. The committee shall hold at least two regular meetings each calendar year. Other meetings

may be called by the committee chair or any two committee members. Minutes of meetings shall be kept and voting results shall be a matter of record. These minutes, along with official correspondence, student applications and other documents shall be maintained by the MVMCA Secretary for at least seven years.

- a. The committee may engage in educational activities by interviewing eligible and qualified students who submitted applications and by selecting one or more nominees from student candidates. Names of selected nominees shall be forwarded to the President for further consideration and review by the BOD.
- b. The committee shall consist of volunteers, one each from five resident member families, who shall be appointed to four year terms by the President, with BOD approval. Volunteers may, subsequently, be reappointed to four year terms without limitation.
- c. Under the leadership of the President, the Board of Directors shall engage in educational activities by reviewing records and vetting student nominees submitted by the Selection Committee in terms of overall qualifications of our finest in representing Mount Vernon Manor.
- d. There shall be no discrimination in the student selection process or in the granting of an award by reason of race, creed, color, gender, disability or national origin.
- e. The size of awards will be determined annually by the BOD on a schedule related to the President's Letter(s) of Award and the Selection Committee Chairman's Congratulatory Letter(s). Coordination for presentation on "Senior Honors and Awards Day" at applicable schools is highly desirable.

VI. Dissolution: Should liquidation be required, the MVMCA Board of Directors shall distribute all assets of the MVMSP to a nonprofit organization having a similar purpose and objective, provided it shall then qualify under rules of the Internal Revenue Code.

VII. Amendments: This document, stipulating the structure, implementation, operation and accountability of the MVMSP, is approved and certified on dates indicated by the undersigned majority vote of the MVMCA Board of Directors. It may be amended, revised, repealed or modified by a majority of the then current Board of Directors present and voting. This document, its attachments and whatever future amendments that may be generated, shall be displayed in MVMCA Newsletters or other media.

Mount Vernon Manor Scholarship Program of the Mount Vernon Manor Citizens Association, Inc.

Board of Directors Approval July 3, 2008 Certification July 10, 2008

<u>Officer Directors</u>	<u>Directors</u>	<u>Directors</u>	<u>Directors</u>
President ~ Carola List	Errol Bergsagel	Lisa Diernisse	Jesse Ford
Vice President ~	Lucy Ford	Bill Foust	Keith Kerr
Secretary ~ Linda Krothe	Bill Noel	Bob Sachs	Rosemary Salak
Treasurer ~ Pamela Petitt			Mel Yuhas

Revision # 1: Board of Directors Approval: February 10, 2009 Certification: February 10, 2009
 President ~ Carola List Vice President ~Keith Kerr Secretary ~ Linda Krothe Treasurer ~ Pamela Petitt
 Lisa Diernisse Lucy Ford Bill Foust Dick Lacquement Rosemary Salak

Revision # 2: Board of Directors Approval: Certification:
 President ~ Carola List Vice President ~Keith Kerr Secretary ~ Linda Krothe Treasurer ~ Pamela Petitt

MOUNT VERNON MANOR SCHOLARSHIP PROGRAM APPLICATION CHECKLIST

Instructions: - Place applicant's name in upper right corner on each page of application & attachments.
- Request application and/or direct questions to Chairman-Pro-tempore Lisa Diernisse
703 360 8779, < alfonsejr@verizon.net >

- * Submit legible copies of original or existing: (attachments may be added)
 - Official High School Transcript(s)
 - Letter of Acceptance issued by selected school
 - Letter of Recommendation by a principal, counselor, teacher or advisor on high school activities
 - Letter of Recommendation by a neighborhood friend, student or adult on community activities
 - Essay of 200-500 words on a subject of student's choice or on the following topic:
"What should be done to maintain a healthy environment in the Mount Vernon Magisterial District?"

- * Application preparation ~ from February 01 to May 01
 - Scholarships will consist of one or more awards of \$500 to \$1000.

- * Deliver completed application to Scholarship Selection Committee Chairman ~ by 12 Noon, May 01
 - Late or incomplete packets will not be considered.

- * SSC review applications and/or interview candidates ~ by May 10
 - SSC forward nominees to the MVMCA President ~ by 12 Noon, May 15

- Board of Directors (BOD) confirm winner(s) and value of award(s) ~ by June 01
 - Candidate(s) provide SSC a copy of enrollment verification issued by the school(s) ~ by June 01
 - BOD notifies scholarship recipient(s) ~ by June 01

- * Treasurer prepares check(s) payable to winner(s) or sent to school Registrar(s) for recipient's account.

- * The President, MVMCA, presents award at respective recipient's school during the Awards Ceremony.

Eligibility: Each scholarship recipient shall:

- * Be a graduating student of a MVMCA member residing in the Mount Vernon Manor area of membership.
- * Be accepted for admission to an accredited university, college, artistic or technical institution, offering college or advanced level programs in the United States of America, excluding US military academies.
- * Not have a relative serving as a member of the Selection Committee.
- * Submit, on a timely basis, a properly completed application - attached.

Criteria: Candidate selection will be based upon:

- * Scholastic ability or potential and on leadership traits.
- * Apparent excellence in character and personal qualities.
- * Demonstrable community service and participation in school activities.
- * Review and evaluation of submitted application and attachments.

MVMSP APPLICATION

Provide an entry for each item with either appropriate data or NA - Not Applicable

Name: _____ Birth Date: _____
Parent(s): _____
Address: _____ Email: _____
Phone: _____ Cell: _____ Fax: _____
High School: _____ HS Contact person: _____ Phone: _____
Current GPA: _____ SAT / ACT score: _____ Class rank: _____
School to attend; planned major & graduation date: _____

Career goals: _____

Awards, honors, recognitions received: _____

High school activities: (Student Activity Report/Resume acceptable)

Community service: {Student participation may include activities such as:}

- Student member on Association's Board of Directors [see Articles of Incorporation and Bylaws]
- Assistant to an Association Officer [see Officers duties at Article V of Bylaws in Residential Directory]
- Member of an Association Committee [see first page in Directory]
- Patriotism: Memorial Day-May, Flag Day-June 14, Independence Day-July 4, Veterans Day-Nov 11
- Greeting new residents: Block Captain [see program in Directory]
- Informational (IT) -Newsletter: contributing writer, design, editing, publishing, delivery
- Computer Technology (CT) -Web Site: contributing writer, designing, editing, installing, updating
- Community Alerting Network: Enet, telephone tree, community preparedness- "CERT"
- Community Beautification: Horticultural, entranceways, park utilization & picnic area condition
- Community Signs: Make, display/retrieve/store - Membership Drive, Parties, Trash Clean-up, Yard Sale

Employment experience: _____

Attached: (Legible copies acceptable)

1. HS Transcript(s):
2. School Letter of Acceptance:
3. Recommendation from High School:
4. Recommendation from Community:
5. Essay entitled:

Signatures: Applicant: _____ Date: _____
Parent(s): _____ Date: _____