



This is the Scholarship Policy and Procedures document for the Youngsville Chamber of Commerce, adopted at a meeting of the Board of Directors.

The dollar value of the annual scholarship award will be determined by the availability of funds and the success of the fund raising efforts of the organization.

Criteria for applicants:

- **Must be a Chamber Member or the child of a qualifying Chamber Member**
- **Must be a Senior in any high school and/or must be pursuing a post-secondary education at either a two-year or a four-year educational or vocational institution**
- **Must have maintained a minimum of a 3.0 GPA**

Selection Process

- **Recipients will be selected based on the following:**
 - **Participation and leadership in school activities and/or work experience;**
 - **Response to the following essay questions:**
 - **Following the completion of your education, how would you be involved in the community and what would you do to improve it?**
 - **Why should the Youngsville Chamber of Commerce select you as the recipient of this scholarship?**
 - **Academic achievement**
 - **Recommendations**
 - **Volunteerism**
- Selection of the scholarship recipients is left solely to the discretion of the members of the Board of Directors of the Youngsville Chamber of Commerce

Notification

- **Applications will be made available to potential applicants and the general membership during the first week of January.**
- **All completed applications must be received no later than February 28th of the current year.**
- **The Board of Directors shall review the applications and choose the appropriate number of recipients at its regularly scheduled monthly meeting in March of the same year or at a special board meeting held during March of the same year.**
- **Recipient(s) and their parents will be invited as the guests of the Youngsville Chamber to its annual Banquet where they will be recognized.**
- **If recipient(s) is/are unable to attend the annual Banquet due to circumstance beyond their control, recipient must submit a letter to the Board of Directors of the Youngsville Chamber of Commerce citing the reason for the absence one week prior to the event, or the scholarship may be forfeited.**

General Rules

- All applications should be completed by the applicant. Typed submissions are acceptable, but should be completed on the application form. An electronic version of the application will be made available on the Chamber Website @ www.youngsvillechamber.org. All applications must be completed in its entirety and signed by the applicant or it will be deemed incomplete.
- The essay portion of the application should be neatly typed preferably using 12 point Times New Roman or a similar easy to read font.
- **Applicants will be scored up to ten points on each of five categories—academics; extracurricular and/or work experience; leadership, volunteerism; and recommendations. The essay portion will account for 50 points.**
- **Applications and supporting materials must be turned in to the Secretary of the Board of Directors of the Chamber of Commerce no later than February 24th of the current year or with a postmark date no later than February 22nd of the current year to:**
- **Mail to:**
 - **Attention: Scholarships**
 - **Youngsville Chamber of Commerce**
 - **PO Box 219, Youngsville, LA 70592**
 - **no later than February 24th.**
- Applications, including essays and supporting documents will become the property of the Youngsville Chamber of Commerce and will not be returned.
- By signing the application, the applicant agrees to allow the Youngsville Chamber of Commerce to utilize their name and essay for publicity opportunities related to the scholarship or Chamber program.
- Recipients agree to have their photographs taken with Chamber representatives and agree to release all rights to the photo to the Youngsville Chamber of Commerce

Application submissions must include all of the following in one package:

- Completed and signed application
- Essay as described on the application
- Copy of transcript/report cards reflecting the immediate past two years of grade and credits
- **Three completed recommendations in sealed envelopes**

Disbursement of Funds

- **The scholarships are meant to defray the future costs of one full year of expenses of a post secondary education**
- **The monetary award will be divided by the number of session included in one year at the school of the recipient**
- **In order for the first disbursement to be made the recipient must provide proof of registration, then the funds will be disbursed directly to the post secondary school in the name of the recipient**
- **In order to receive subsequent disbursements; the recipient must provide a transcript that reflects at least a 3.0 GPA for the last completed semester and proof of registration for the next semester.**
- **All documents are to be mailed to:**
 - Attention: Scholarships**
 - Youngsville Chamber of Commerce**
 - PO Box 219**
 - Youngsville, LA 70592**
- **Funds will be disbursed directly to the post secondary school without exception.**