





NORTHERN WAKE FIRE DEPARTMENT

STANDARD OPERATING PROCEDURES

TITLE: Scholarship Program	SECTION/TOPIC: PERSONNEL
NUMBER: 200-33	ISSUE DATE: 12/19/17
REVISION DATES: 4/1/20 1/25/21 2/15/21	APPROVED BY:  Gary Vickerson <hr/> PRESIDENT – BOARD OF DIRECTORS  Tim Pope <hr/> FIRE CHIEF

I. PURPOSE

- A. The purpose of the Scholarship Program is to provide educational funding for qualified applicants that are affiliated with the Northern Wake Fire Department.

II. SCOPE

- A. This Standard Operating Procedure applies to all active members of the Northern Wake Fire Department.

III. SCHOLARSHIP COMMITTEE

- A. The Scholarship Committee members will be appointed by the Fire Chief and will serve until replaced.
- B. The Scholarship Committee will consist of a minimum of eight (8) persons and may consist of non-fire department personnel.
- C. The Scholarship Committee will select a chairperson.
- D. The scholarship application process and submission forms will be developed and managed by the Scholarship Committee, subject to approval by the Corporate Board of Directors.
- E. The Scholarship Committee will review submitted applications and recommend the scholarship awards to the Corporate Board of Directors.
- F. The Scholarship Committee will recommend the following scholarships based upon the number and types of scholarships (2- or 4-year degree) sought by applicants:
1. A **\$9,000** scholarship, to be disbursed in four equal annual installments of **\$2,250**, to the best qualified applicant entering a 4-year degree program
 2. A **\$6,000** scholarship, to be disbursed in four equal annual installments of **\$1,500**, to a second qualified applicant entering a 4-year degree program.

3. A \$2,250 scholarship, to be disbursed in two equal annual installments of \$1,125, to the best qualified applicant entering a 2-year degree program or to a third qualified applicant entering a 4-year degree program if no 2-year applications are received.
 4. If only one 4-year degree scholarship is awarded, a second \$2,250 scholarship, to be disbursed in two equal annual installments of \$1,125, may be awarded to another qualified applicant entering a 2-year degree program.
 5. If no 4-year degree scholarship is awarded, a third \$2,250 scholarship, to be disbursed in two equal annual installments of \$1,125, may be awarded to another qualified applicant entering a 2-year degree program.
- G. If a conflict of interest exists with a Scholarship Committee member (family relationship, etc.), the committee member will recuse themselves from the selection process.

IV. PROCEDURE

- A. The Scholarship Program provides annual funding for the education of qualified applicants that are affiliated with the Northern Wake Fire Department and are seeking an Associate or Bachelor's degree.
- B. Graduate education programs leading to a PHD or other post graduate degree, are not included in the Scholarship Program.
- C. Awarded scholarship funds may be used in any aspect of the recipient's education.
- D. The Corporate Board of Directors will manage the funding for the Scholarship Program within the financial system of the organization.
- E. The Scholarship Program may be amended or suspended at any time by the Corporate Board of Directors.
- F. A maximum of \$17,250 is currently allocated by the Corporate Board of Directors for the Scholarship Program with the intent of awarding up to three scholarships annually.
- G. The Scholarship Program's allocated funding will be reviewed by the Corporate Board of Directors each year at the February Board of Director's meeting.
- H. The Scholarship Program's allocated funding will be announced by the Fire Chief each year before the start of the annual scholarship application period.
- I. Once a scholarship has been awarded, the annual installment amount is not subject to change for the duration of the recipient's eligibility.
- J. If the Corporate Board of Directors were to amend the annual amount allocated for the new scholarship awards, existing scholarship award installments may be amended at the Board's discretion.

IV. ELIGIBILITY

- A. Scholarship applicants must submit a two-page application form (Appendix A) along with the required attachments.
- B. Scholarship applications must be submitted to the Fire Chief, no earlier than March 1st and no later than 5:00 PM on the day following the May business meeting.
- C. Late or incomplete scholarship applications will not be considered.
- D. Individuals may only submit one scholarship application per year.
- E. Current scholarship recipients may apply for future scholarship awards if there is no overlap with the current scholarship award.
- F. To be eligible for scholarship awards, the applicant must be an active member, active employee, active junior member that is in good standing or a dependent (as defined by the Internal Revenue Service) of an active member or active employee that is in good standing.
- G. Neither Corporate Board members nor their dependents are eligible to receive scholarship awards, with the following exceptions:
 - 1. If a Corporate Board member, also serves as an active member of the Northern Wake Fire Department, both the Corporate member and his/her dependent(s) are eligible to receive scholarship awards.
 - 2. In instances where one parent serves on the Corporate Board and the other parent serves as an active member of the Northern Wake Fire Department, their dependent(s) are eligible to receive scholarship awards.
- H. An active member, active employee, or active junior member who is in good standing, is one that is currently in conformance with all the established guidelines of the Northern Wake Fire Department and has received no disciplinary action within a twelve-month period preceding the application submission deadline.
- I. Scholarship recipients will be required to attend college either during the summer or at beginning of the academic year, immediately following the award of the scholarship.
- J. The scholarship award will be terminated if normal attendance requirements are not met.
- K. In the event of an interruption in the scholar's education due to a situation beyond their control (i.e. long-term illness/injury), the Scholarship Committee will evaluate the situation and determine if the scholar will be eligible for subsequent annual disbursements if studies were to be resumed.
- L. If an applicant has already started college, scholarship awards may be amended based on the remaining academic work leading to the applicant's degree.
- M. At the end of the academic year, existing scholarship recipients must submit a copy of their official college transcript to the Fire Chief, who in-turn will forward to the Scholarship Committee.

- N. Each year before recommending the next annual scholarship installment for existing scholarship recipients, the Scholarship Committee will review the academic performance and attendance of existing scholarship recipients, to determine if the recipient has met the requirements (Cum GPA of 2.5 and Good Standing).

V. Evaluation, Selection and Announcement

- A. The Scholarship Committee will evaluate all scholarship applications and will use their best collective judgement in determining which candidates should receive scholarships based on proven academic achievement, personal character, and integrity.
- B. The Scholarship Committee will strive for a consensus decision when selecting scholarship award recommendations.
- C. Scholarship Committee evaluation considerations:
 - 1. When all else is equal, the Scholarship Committee will recommend the award of a scholarship to an active member over the dependent of an active member.
 - 2. When all else is equal, the Scholarship Committee will recommend the award of a scholarship to an applicant whose chosen course of study has the potential to provide the greatest benefit to society.
- D. At each June meeting of the Corporate Board of Directors, the Scholarship Committee will provide a list of recommendations for new scholarship awards and recurring installments of existing scholarship awards for prior year recipients.
- E. The Corporate Board of Directors, by a majority vote, may vote to accept the Scholarship Committee's recommendation, may return the recommendation to the Scholarship Committee for further review or may adjust the details of the recommendation based on any special circumstances at hand.
- F. Scholarship award recipients will be notified by the Scholarship Committee chairperson by July 1st.
- G. The Fire Chief and the Scholarship Chairperson will present the scholarship awards to the recipients at the July business meeting or by mail for those unable to attend.

APPENDIX A

NORTHERN WAKE FIRE DEPARTMENT
SCHOLARSHIP APPLICATION

Date Received by Fire Chief: _____

Application for: 4-year degree program

2-year degree program (Must be taking two or more courses per semester)

Applicant Name Last _____ First _____ Middle _____

Applicant Mailing Address Street _____ City _____ State _____ Zip _____

Phone (____) _____

E-mail Address _____

NWFD Qualification: Member Dependent of Member Length of Member NWFD Service: _____

List all colleges, universities, or community colleges you have been accepted to? _____

What field of study and degree do you wish to pursue? _____

High School Graduation Date ____/____/____ (month/year) High School Name _____

Cumulative High School G.P.A. (Unweighted) _____ Class rank ____ of ____

Employment: Full time Part-time Unemployed

Employer: _____

Position/duties _____

Average number of hours per week _____

Parent/Guardian Information (required of dependent applicants):

Father Name: _____ Mother Name: _____

Parent's Address: Street _____ City _____ State _____ Zip _____

Applicant resides with parents/guardians? Both parents Father Mother

Number of family members including yourself, parents/guardians, siblings, or other people who live with and are legal dependents of the head of your household _____

Number of family members who will be college students in the next two years (include yourself): _____

Will they be full time or part-time students (include yourself)? _____

Will they be in a two- or four-year program (include yourself)? _____

Required Attachments

All of the attachments must be labeled with the item number and applicant name on the top right corner and attached to the application form in numerical sequence. All signatures must be original.

Applications without required attachments and signatures will be disqualified.

Item #1: A sealed copy of the applicant’s transcript that shows his/her grades and documentation that he/she is in good academic standing

- If the applicant is still attending high school, an official high school transcript.
- If the applicant has already started college, a copy of the university or college transcript.

Item#2: A copy of SAT or ACT scores.

Item #3: A minimum of two (2) letters of recommendation from non-relatives.

- If the applicant is currently in high school, one (1) from the principal, a teacher, or a high school counselor on official school letterhead and one (1) from a community person, business person, religious leader, government agent, etc.
- If the applicant has already graduated from high school, two (2) letters from community people – businessperson, religious leader, etc.

Item #4: A single-spaced personal narrative, not to exceed 500 words, typed and signed by the applicant describing how a person, event, or activity has made a significant impact upon your life and how that has influenced your future plans, hopes and ambitions leading you to your career choice.

Item#5: Applicant’s proof of acceptance by an institution of higher learning.

Item#6: A list of the applicant’s involvement in community and extra-curricular activities, including the number of hours per week, the number of years the applicant has been active in these activities, offices the applicant has held, and any recognition or awards the applicant has earned.

Item #7: (Optional) Please describe any unusual circumstances that affect your family’s situation that you want us to consider in reviewing your application (i.e. a personal or parent’s illness or disability).

Application Certifications

As the scholarship applicant:

- I certify the information submitted is accurate and complete to the best of my knowledge.
- I understand that if any of the above required attachments are not provided, I will forfeit the application and be disqualified.
- I understand that if I receive a scholarship, I acknowledge all the terms of the award involving attendance, minimum acceptable academic performance, and annual certification requirements of same.

Applicant’s Signature _____ Date _____

Parent’s Signature _____ Date _____

(If the applicant is under the age of eighteen)