



DISTRICT GRANT SCHOLARSHIP POLICY ROTARY YEAR 2019-2020

OVERVIEW

Clubs can develop and manage a Club scholarship program using District Grants or alternatively using its own funds. This policy covers the use of District Grants for scholarships.

Factors to consider are:

- Who will manage the application process for scholarships funded by district grants.
- What types of scholarships will be offered.
- Determine and communicate the eligibility requirements for the scholarships.
- Define and publicize the application and selection process as early as possible.
- Determine what reporting you will require of scholars.
- Help scholars prepare for their scholarship experiences.
- Determine how the funds will be transferred to the scholar.
- Establish a procedure for obtaining receipts for expenses covered by the scholarship and communicate it clearly to scholars.

MANAGING THE PROCESS

Clubs may want to set up a scholarships subcommittee, perhaps under the Youth Services Committee. Clubs may enlist the services of another organization to help with the process. For example, an organization which helps low-income students prepare for college application and enrollment may be used to provide a pool of applicants for the scholarships based upon the eligibility requirements set by the club. Rotarians must be actively involved in the selection process. Any fees charged by that organization cannot be funded by the District Grant.

DECIDING TYPES OF SCHOLARSHIPS

Clubs may consider many types of scholarships, such as:

- Location of studies (county, District, state, U.S., foreign).
- Level and/or type of studies (secondary, vocational, undergraduate, graduate).
- Length of the study program (one semester, one academic year, full undergraduate or graduate degree program).
- Field of study, research or vocational training.
- Basis for funding (financial need, merit, or a combination of the two).
- Amount of scholarship award (fixed, within a range, open amount based upon the application).



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Clubs may set certain responsibilities and expectations that applicants should be made aware of. These might include:

- Make presentations at Club meetings and events, both before and after the study program.
- Submit a written report or keep an online journal to document their achievements and experiences or to give feedback about the scholarship.
- Become involved with Rotary in the community where they will study by attending Rotary Club meetings, speaking to Rotaract clubs or participating in service projects.

SETTING ELIGIBILITY REQUIREMENTS

Clubs determine the eligibility requirements for scholarships funded by a District Grant. Typical requirements may include:

- Minimum academic level and performance.
- Financial need. For example, an income below a certain level.
- Geographic location. This may be either a residency or full-time work or study within an area.
- Strong public speaking and interpersonal skills.
- High ethical standards demonstrated in their personal, academic or professional lives.
- Knowledge of local, regional, national and international current events.

Scholarships funded by District Grants cannot be awarded to anyone in the following categories:

- Rotarians, including honorary Rotarians.
- Employees of Rotary Clubs, Districts or other Rotary entities, or of Rotary International.
- Spouses, lineal descendants (children or grandchildren by blood, legal adoption, or marriage without adoption), spouses of lineal descendants, or ancestors (parents or grandparents by blood) of persons in the above categories.
- Employees of agencies, organizations, or institutions that partner with the Rotary Foundation or Rotary International.
- Former Rotarians and honorary Rotarians who have terminated their membership within the preceding 36 months.
- Persons who were ineligible based on their familial relationship to a former Rotarian or honorary Rotarian, for a period of 36 months after termination of their family's membership.

All eligibility requirements that are set must conform to all antidiscrimination laws in effect in California.

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DEFINING THE APPLICATION AND SELECTION PROCESS

The Club decides what documentation applicants must provide and specifies how applicants may submit their application materials. The club should identify and share the contact information for a Rotarian who will answer questions about the scholarship, the deadline, and the application process. The club should establish a selection committee and ensure that members have no actual or perceived conflicts of interest. Notification procedures should be established as part of the process.

SETTING REPORTING REQUIREMENTS

Clubs are required to collect and retain receipts from the scholar for expenses of \$75 or more for a minimum of five years.

ISSUING SCHOLARSHIP FUNDS

The Club may choose to transfer the scholarship funds directly to the scholar or to the organization assisting with the scholarship program which in turn will direct the funds to the scholar.

The Club may issue the scholarship funds in installments, to ensure that any reporting requirements are met or to simply assist the scholar with budgeting. If the scholarship will be paid in installments, clearly communicate when they should expect to receive the disbursements and the amount of each disbursement.

CLOSING GRANTS

The District 5150 Final or Interim District Grant Report is to be submitted as required. If Clubs require any additional reports such as written assessments of their experiences or academic transcripts, it should collect these as soon after the end of the scholarship term as is reasonable. As scholars approach the end of their studies, it is useful to discuss how the Club plans to continue to involve them as Rotary Alumni.