



Knights of Columbus  
Council 7021



Tabernacle Society  
St. Joseph's Catholic Church

## POLICY STATEMENT

REV. 3

Subj.: Higher Education Scholarships

### Foreword

The Knights of Columbus and/or Tabernacle Society may on occasion award a monetary gift to a graduating high school senior(s) based upon scholarship application requirements and the results of a selection committee.

### Application

High School graduates in good standing with the parish of St. Joseph in Auburn or St. Clara in Peru that plan to attend an institution of higher education in the Fall of their high school graduation year are eligible to apply for a scholarship. A scholarship application (Attachment 1) shall be provided to graduating seniors in February of each year. The applications should describe the candidates participation in; (1) parish activities, (2) CCD activities, and (3) community service. In addition, the candidate(s) must describe his/her education plan for the immediate future.

In order for the selection committee to thoroughly review the candidate(s) application, the application shall also include information that may describe how any of the gifts of the Holy Spirit have drawn the candidate to a closer relationship with Jesus and His Church. Finally, the candidate may provide additional information that he/she determines to be essential for a selection committee to consider when reviewing the application.

The scholarship application must include a deadline for receipt of the scholarship application and to whom the applications should be sent for consideration by a selection committee; a letter to eligible candidates should accompany the scholarship application (Attachment 2).

### Scholarship Selection Committee Membership

The Knights of Columbus Grand Knight (herein referred to as "Grand Knight") and Tabernacle Society President (herein referred to as "President") shall jointly appoint the scholarship selection committee membership; a selection committee chairperson shall be appointed by the Grand Knight and President.

Membership on the scholarship selection committee should be comprised of adult members in good standing from the parish of St. Joseph in Auburn and/or St. Clara in Peru. A selection committee should be comprised of an odd number of individuals, not to exceed five participants. No member shall be related to any of the candidates, or in any way favor one applicant over another that may compromise a fair selection of the scholarship award recipient(s).

A peer representative, exclusive of the selection committee, shall include a religious instructor that is knowledgeable of the applicant’s moral character, good works, and participation in parish and CCD activities (typically the CCD Godparent sponsor for the graduating class); this peer representative does not have voting privileges for final selection of scholarship recipients, but should be utilized as necessary to validate/concur with the committees award recipient selection(s).

### Selection of Award Recipients

The selection committee will meet and review each application. In order to achieve complete objectivity of each application, the names of each applicant will be withheld from the committee; only the merits of the application will be considered. The applications should not be judged on structure or grammatical correctness, but solely on content that describes the requirements of the application; a majority vote will identify the award recipient(s).

Each application shall be lettered from A to Z (where Z represents the actual number of scholarships submitted for consideration). Each selection committee member shall review each application and assign a number from 1 to X (where X is the actual number of scholarships submitted for consideration); the number 1 represents the most favorable application, the number 2 represents the next most favorable application, etc. At the conclusion of the review process, each selection committee member will voice their number assignment for each application. The sum of each application will be tallied; the lowest number will be identified for the scholarship award. If more than one scholarship award is available, the second lowest number will be identified for the second scholarship, and so on.

#### Example:

Five applications are received; the Grand Knight and President appoint five selection committee members. The applications for Applicants A through E are reviewed by each committee member and assigned a number 1 through 5. The total number of points is recorded; the lowest number of points indicates the most favorable candidate; the highest number of points indicates the least favorable candidate. In the example below, Applicant A is the most favorable scholarship recipient, followed by Applicant C, and so on...

Selection Committee Members	Applicant A	Applicant B	Applicant C	Applicant D	Applicant E
Matthew	2	3	1	4	5
Mark	1	4	2	3	5
Luke	2	5	1	4	3
John	2	1	3	5	4
Peter	1	3	2	4	5
Total points	8	16	9	20	22

Once a selection is made, the scholarship recipient(s) is entitled to the approved scholarship monies. It is important that the award recipient name(s) are recorded with an award amount specified to the award recipient(s). This information shall be communicated to the Knights of Columbus and Tabernacle Society Treasures for reference in future disbursement of award monies (see “Scholarship Award Monies Disbursement” below).

It is imperative that the scholarship selection information remain confidential until the actual presentation of the award(s) to the recipient(s) with the following exception; the name(s) of the scholarship award recipient(s) should be provided immediately to the Auburn High School for inclusion in the Graduation Commencement Program.

The scholarship award recipient(s) should be honored in a special ceremony; typically during the Sunday Mass on the day of the high school graduation commencement exercise. This ceremony should be conducted by the Grand Knight and President (or their designees) and coordinated with the parish priest.

### Scholarship Specifications – Total Monies and Number of Scholarships

The Knights of Columbus offers one scholarship to a single recipient in the amount of \$500.00.

The Tabernacle Society may offer one or more scholarships; the number of scholarships, the total amount of the scholarship award monies, and monetary award assignments may vary from year to year as determined by the Tabernacle Society. The total amount of award monies, and assignment of a specific monetary award value to each scholarship, should be suggested by the selection committee for consideration by the Tabernacle Society President subsequent to the voting process.

### Scholarship Award Monies Disbursement

The Knights of Columbus Treasurer/Tabernacle Treasurer will disburse the scholarship monies directly to the administrative bursar of the recipient's choice of higher education during the second semester of the recipient's freshman year at the institution.

It is the intent of this policy to ensure that scholarship award monies be made available to the scholarship award recipient(s) to assist in the costs associated with higher education. In the event the recipient elects not to attend an institution of higher education in the Fall of his/her high school graduation year or discontinues higher education after the first semester of the freshman year, the scholarship awards monies are forfeited back to the Knights of Columbus/Tabernacle Society. In the event the scholarship award recipient is included on a waiting list to attend an institution of higher education, the award monies will be reserved for the scholarship award recipient for a period of up to, but not exceeding two years following the date of the scholarship award.

It is the responsibility of each organization's Treasurer to validate the attendance of the scholarship award recipient during the second semester of the recipient's freshman year at the institution; this validation may be made with communication with the family of the scholarship recipient.

Policy Statement Administration & Revision

An electronic copy of this policy statement shall be retained by the respective treasurers of the Knights of Columbus and Tabernacle Society organizations. This document may be revised as approved by the Grand Knight and President.

Revision 3 of this policy document is approved this date May 9, 2010.

Eric Fulton 05/09/10

Kathy Florence 05/09/10

Grand Knight  
Knights of Columbus  
Council 7021

President  
Tabernacle Society  
St. Joseph Church

attach:

Sample Scholarship Application  
Sample Letter to Eligible Candidates

Attachment 1 - Sample Scholarship Application



Knights of Columbus  
Council 7021



Tabernacle Society  
St. Joseph's Catholic Church

**Knights of Columbus & Tabernacle Society**  
**Scholarship Application**

Name:

Address:

Phone:

Please attach a summary that describes your participation in; (1) parish activities, (2) CCD activities, and (3) community service. Describe your education plan for the immediate future. It is essential that your summary encompass these application requirements.

In addition, describe how any of the following gifts of the Holy Spirit have drawn you to a closer relationship with Jesus and His Church:

1. Wisdom - desire for the things of God, and to direct our whole life and all our actions to His honor and glory
2. Understanding - enable us to know more clearly the mysteries of faith
3. Counsel - warn us of the deceits of the devil, and of the dangers to salvation
4. Fortitude - strengthen us to do the will of God in all things
5. Knowledge - enable us to discover the will of God in all things
6. Piety - love God as a Father, and obey Him because we love Him
7. Fear of the Lord - have a dread of sin and fear of offending God

Attachment 2 - Sample Letter to Eligible Candidates



Knights of Columbus  
Council 7021



Tabernacle Society  
St. Joseph's Catholic Church

(date)

Dear High School Senior,

The Knights of Columbus and Tabernacle Society organizations are pleased to offer an annual scholarship to graduating high school seniors of St. Joseph and St. Clara parishes. Scholarship award recipient(s) will be awarded a monetary gift for use in the pursuit of higher education.

In order to be considered for a scholarship, you must be a high school graduate in good standing with the parishes of St. Joseph in Auburn or St. Clara in Peru and plan to attend an institution of higher education in the Fall of your high school graduation year. The criteria utilized to consider each application for scholarship includes the candidates participation in; (1) parish activities, (2) CCD activities, and (3) community service. In addition, the candidate(s) must describe his/her education plan for the immediate future.

In order for a selection committee to thoroughly review each candidate, the application shall also include information that may describe how any of the gifts of the Holy Spirit have drawn the candidate closer to a closer relationship with Jesus and His Church.

Finally, please provide any additional information that you consider essential for the selection committee to consider when reviewing your application.

In the event you are selected to receive a scholarship, the award monies will be disbursed directly to the administrative bursar during the second semester of your freshman year at the institution of your choice of higher education. In the event you elect not to attend an institution of higher education in the Fall of your high school graduation year or you discontinue higher education after the first semester of your freshman year, the scholarship awards monies will be forfeited to the Knights of Columbus and Tabernacle Society organizations. In the event you are included on a waiting list to attend an institution of higher education, the award monies will be reserved for you for a period of up to, but not exceeding two years following the date of the scholarship award.

To apply for a scholarship, please complete the enclosed application and return it to (name & address) by (date); applications postmarked after this date will not be considered.

Sincerely,

The Scholarship Award Committee  
Knights of Columbus & Tabernacle Society  
St. Joseph/St. Clara Catholic Church

Revision Summary

Revision No.	Date Approved	Summary of Revision
0	05/07	Established Scholarship Policy.
1	02/15/08	<p>Clarified language to establish specific requirements for; (1) scholarship application, and (2) scholarship award monies disbursement:</p> <p>High School graduates in good standing with the parish of St. Joseph in Auburn or St. Clara in Peru that plan to attend an institution of higher education in the Fall of their high school graduation year are eligible to apply for a scholarship.</p> <p>In the event the scholarship award recipient is included on a waiting list to attend an institution of higher education, the award monies will be reserved for the scholarship award recipient for a period of up to, but not exceeding two years following the date of the scholarship award.</p>
2	01/15/10	<p>Revised affected sections of the policy to established new section; “Scholarship Specifications – Total Monies and Number of Scholarships”:</p> <p>The Knights of Columbus offers one scholarship to a single recipient in the amount of \$300.00.</p> <p>The Tabernacle Society may offer one or more scholarships; the number of scholarships, the total amount of the scholarship award monies, and monetary award assignments may vary from year to year as determined by the Tabernacle Society. The total amount of award monies, and assignment of a specific monetary award value to each scholarship, should be suggested by the selection committee for consideration by the Tabernacle Society President subsequent to the voting process.</p>
3	05/09/10	Revised the amount of the Knights of Columbus scholarship from \$300.00 to \$500.00.