



Scholarship Selection Policies and Procedures

The CCS Education Foundation provides scholarship awards through an annual selection process using criteria set forth in individual scholarship endowments and agreements. These policies and procedures were developed to ensure the scholarship selection process continues to support the mission and vision of the foundation and the intentions of the donors who establish scholarships for students.

Scholarship Selection Procedures:

- Scholarships will be selected by a committee of no less than 3 members who may be comprised of foundation directors or community members per the foundation's bylaws.
- The annual scholarship window is set forth by the committee and applicants may submit their applications during this time. Upon receipt, the committee will select members to review the initial applications to ensure they meet the minimum criteria.
- Applications that meet the minimum criteria are sent to committee members for review. Committee members will review individual scholarship fund criteria set forth in scholarship endowment agreements prior to review to ensure the intentions of the fund are upheld during the selection process.
- The scholarship committee will meet to review, select, and prepare scholarship award recommendations for the CCS Education Foundation Board of Directors.
- The CCS Board of Directors will review the recommendations and vote for approval.
- All final approved scholarship recommendations are sent to Carrollton High School for award.

Scholarship Selection Policies:

- Scholarship committee members should meet in person to review and select scholarship recommendations; however, if that option is not achievable, members may convene by phone, email, or other appropriate remote technology.
- Fund representatives of a CCS Education Foundation scholarship may serve on the scholarship committee but should not serve in a leadership capacity that controls the outcome of the scholarship selection process. Fund representatives should also recuse themselves from discussion and/or decision involving their scholarship recipient recommendations.
- Fund representatives may nominate a minimum of 3 individuals, if they choose, for the scholarship committee to consider during the selection process. Final recipients must be approved by the CCS Education Foundation Board of Directors.
- Directors or scholarship committee members will recuse themselves from discussion and/or decision of any family member recommended as a scholarship award recipient.