

## Ellis Award Procedures

The Ellis Award for International Travel was established in honor of H. Benton Ellis, Trinity Prep's 2<sup>nd</sup> headmaster, to provide an opportunity to explore the world to students who have had limited international travel. The Ellis Award provides financial assistance in the amount of \$1,500 to deserving students based on funds generated at the Trinity Auction. The Trinity Parent's Organization is the sponsor of the Ellis Award.

The selection committee shall consist of the following people:

- Head of School
- Associate Head of School
- Upper School Principal
- TPO President
- TPO 2<sup>nd</sup> Vice President of Enrichment and Development
- Ellis Award Committee Chair

A member of Mr. Ellis' family shall also be invited to participate, either in person or by reviewing the applications in advance and submitting feedback.

The application timeline will be determined by the Upper School Office and the Ellis Award Committee Chair. The following dates will be determined prior to the beginning of the school year:

- Application announcement date
- Application due date
- Committee meeting
- Assembly date to announce winners

All applications will be submitted to the Upper School Office by the determined due date. Applications shall be read anonymously and, therefore, shall have identifying information removed by a person in the Upper School Office in advance of distribution to committee members. Grade is a relevant factor when considering the quality of the application and shall not be removed. The applications shall be distributed to the committee members at least three days prior to the meeting. Committee members shall read all applications in advance of the committee meeting and be prepared to present a list of ten potential candidates for discussion with the committee. The committee will select four winners and two alternates. The names of the final six applicants will be revealed to the committee members for further discussion only after this decision has been made, at which time additional consideration may be given to external factors. Prior disciplinary action shall not be revealed to the committee as it is not relevant to a student's ability to travel. If a determination is made that a student shall not be permitted to travel with the school due to disciplinary action, the student shall be notified of this restriction at the time the discipline is administered.

Applicants are expected to be honest and forthcoming with all information requested in the application. Each question on the application should be addressed thoroughly and completely. Dishonesty in any form will result in disqualification.