

## **Procedures for Implementing Board Policy: Glenbrook High School Scholarship Aid Trust Fund**

### Section A

The Glenbrook High School Scholarship Aid Trust Fund will be implemented in accordance with the following procedures:

1. One annual scholarship of not less than \$500 will be awarded to a graduating senior from Glenbrook North and Glenbrook South High Schools. An additional scholarship of not less than \$500 may be awarded, at the Board's discretion, to a graduating senior of the Glenbrook Evening High School. While this will be a basic guideline, it will not be totally restrictive. If the scholarship Trustees think it is appropriate to increase amounts of the awards, even though it may mean withdrawing a portion of the fund principal, they are so authorized.
2. Glenbrook Evening High School students may apply through the Glenbrook Evening High School or their school of origin.
3. The Glenbrook High School District #225 director of business affairs will maintain a separate account for the Scholarship Aid Trust Fund and will exercise the responsibility and the discretion to invest the funds in the best manner to provide for both security and investment returns.
4. A committee will be established in each school to screen applicants for the scholarship. The committee will be composed of the following individuals:
  - a. A member of the Board of Education to be appointed by the president of the Board to serve on the committee in each respective school.
  - b. The college counselor in each high school.
  - c. The assistant principal for student activities of each high school or his or her designated representative.
5. The scholarship will be awarded according to the following criteria:
  - a. The recipient will be a graduating senior from Glenbrook North, Glenbrook South, and Glenbrook Evening School, in the Board's sole discretion.
  - b. The recipient must give evidence that the student will attend a post high school educational institution after high school graduation.
  - c. Students recommended for scholarship awards will be determined primarily upon the basis of financial need along with academic achievement, as evidenced by a written presentation to the scholarship committee. The written plan should indicate the student's school plans and the amount of money required. This does not mean that the student must present a detailed financial position of the student's family.
6. The procedures for applying for and selecting the recipient of the scholarship are as follows:
  - a. Announcement of the scholarships will be made through parent letters and will be posted in the school buildings.
  - b. Application forms will be devised by, and available in, the counseling offices.
  - c. Students will submit to their counselors applications accompanied by two letters of recommendation from teachers on staff.
  - d. Application forms will enable the student to express the reasons for applying for the scholarship in terms of the following:
    - i. choice of and rationale for selection of post high school institution and anticipated course of study and career plans;
    - ii. anticipated cost of post high school education and a descriptive plan for meeting these costs; and

- iii. other relevant information such as academic performance, participation in extra class activities, volunteer service or employment in school and the community, recognitions or distinctions previously awarded, career and educational plans and goals.
- 7. The committee will recommend the selected students in each school to the scholarship Trustees, who will officially approve the selections.
- 8. The scholarship will be announced at the Annual Awards Assembly of Glenbrook North and Glenbrook South, and at the Glenbrook Evening School graduation, if awarded.
- 9. Payment of the scholarship award will be made at the time of formal registration in an institution of advanced study.

Adopted: November 1, 1976  
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