

THE CHIHUAHUA CLUB
OF AMERICA
SCHOLARSHIP FUNDS

HANDBOOK FOR
SCHOLARSHIP
ADVISORY COMMITTEE

YOUR ROLE AS A SCHOLARSHIP ADVISORY COMMITTEE

STEWARDSHIP:

As a Scholarship Advisory Committee member you have an important role in ensuring that the original intent of the scholarship fund is followed. You are a steward of the fund and its purpose. The Chihuahua Club of America asks that you promote the availability of the scholarship as well as participate actively in making awards from the fund.

The Chihuahua Club of America also requests your committee create a set of guidelines and selections criteria to help administer the scholarship fund.

Because many Scholarship Advisory Committees meet only once or twice each year, your presence during conference calls or meetings is critical. You will have an opportunity to review applications prior to the scholarship selection meeting. Please read the applications and come prepared for discussion.

FEEDBACK.

You can also play a special role in making The Chihuahua Club of America aware of concerns and issues that arise in our community. We hope you will alert us to questions and problems that people share with you about the fund you advise. You can be an ambassador helping to link The Chihuahua Club of America with the community it serves.

DIVERSITY.

Objectivity is the goal in all cases. Including individuals from diverse sectors of the community on the committee contributes to objectivity in discussing applications and promotes wider dissemination of information about the scholarship. While committees can function well without members representing the field of education, it may be helpful to include at least one member who has experience with issues related to college admissions and/or financial aid.

IRS REGULATIONS.

Please remember that IRS regulations prohibit members of Scholarship Advisory Committees and their immediate family members from applying for assistance from any scholarship fund that they advise. Members of the immediate families of Scholarship Advisory Committees can become eligible to apply with the provision that the related member not serve on the Committee during the year in which the application is considered. If you are a member of the scholarship committee and find that you must resign from your position on the committee, you can help The Chihuahua Club of America by recommending someone who you feel might make a good replacement for you.

SUGGESTED GUIDELINES

1. Selection of award recipients shall be based on a combination of merit and financial need.
2. Merit is determined by an evaluation of an applicant using the following factors:
 - a. High school or college transcript - as a measure of academic performance and ability to succeed;
 - b. Extra-curricular activities - as a measure of the student's involvement, socialization and community service; **student's involvement in the breed, both in the ring and as a caretaker.**
 - c. Volunteer or work experience - does the student have some experience in a chosen career field?
 - d. Career and educational goals - are goals clearly stated and does the student appear likely to succeed?
 - e. Unusual circumstances - are there family problems, personal or financial, which may make the student more worthy of consideration.
3. Awards should not exceed \$1,000, **and awards are limited to one award per student.**

PUBLICITY

Advisory committees should promote the availability of scholarships to the membership. The Chihuahua Club of America disseminates information to members regarding available scholarships, applications and deadline dates. Information and forms will be printed in the Chi Chatter, will be available from the Secretary of the Chihuahua Club of America and will be available on the club website, www.chihuahuclubofamerica.com .

PAYMENT PROCEDURES

In the event a scholarship recipient graduates from a high school which presents scholarship awards at graduation or a school ceremony, the Chair of the Scholarship Advisory Committee may request that the scholarship award letters be sent to him/her for presentation. Scholarship award letters that are not presented at such events will be mailed directly to the student at his/her home address. Scholarship award letters congratulate the student on the receipt of their award, and provide the name of the fund that made the scholarship possible. The letter also includes a terms of award letter instructing the student on how to receive the scholarship award check. Before the student arrives on campus in the fall, he/she needs to notify the institution's business or financial aid office to make the school aware of the scholarship award.

ALL SCHOLARSHIP AWARDS ARE MAILED TO THE STUDENT AT THEIR HOME ADDRESS. CHECKS ARE MADE CO-PAYABLE TO BOTH THE STUDENT AND THE INSTITUTION. IT IS THE STUDENT'S RESPONSIBILITY TO PRESENT THE CHECK TO THE FINANCE OFFICE OF HIS/HER COLLEGE.

SCHOLARSHIP SCHEDULE

January 15: The Chihuahua Club of America contacts your committee chair or designee to discuss the following.

1. Scholarship guidelines
2. The amount available in the fund
3. A copy of this handbook;
4. Scholarship application forms (The Chihuahua Club of America Board of Directors requests that it review any application form which differs from the standard application forms provided)

Feb 1: Chihuahua Club of America Committee will accept scholarship applications

June 1: Deadline for Advisory Committee recommendation forms to be returned to the CCA board.

Mid June: The Chihuahua Club of America Board of Directors approves the recommendation of Scholarship Advisory Committee. The Chihuahua Club of America sends scholarship award letters, including those to high school Advisory Committees to announce awards at school ceremonies or graduations.

July 1: Scholarship recipients notify their colleges of all private scholarship awards. Scholarship check made co-payable to student and institution and mailed to home address.

SCHOLARSHIP APPLICATION FORM

(Deadline: July 1st)

The Chihuahua Club of America Scholarship Program

I. PERSONAL INFORMATION

Applicant Name: _____

Social Security No. _____

Address: _____

Home Phone: (____)____-____-____ Birth Date of Applicant: ____/____/____

I will graduate: School Year: _____

Name/Address of School: _____ / _____

Major/Area of Educational Concentration? _____

U.S. Citizen: Yes ___ No ___ if no, do you have Permanent Resident status: Yes ___ No ___

II. GRADE POINT AVERAGE/TRANSCRIPT. Cumulative High School GPA _____

Please attach a copy of your OFFICIAL TRANSCRIPT from your high school. DO NOT SEND THE TRANSCRIPT SEPARATELY.

III. PERSONAL ASPIRATIONS/CAREER GOALS. In an essay of at least 750 words, please describe your personal aspirations and career goals. Please describe the importance scholarship assistance would have for you in meeting these goals. Please note circumstances that make you particularly eligible for this scholarship. (Attach separate sheet.)

IV. Involvement in Chihuahuas, both in ring experience and work for local or national club: State your involvement with the breed, citing show experience, work with dogs, and memberships with local/national club. What have you done for the breed? What have you done to help your local/national club? (Attach separate sheet.)

V. VOLUNTEER/WORK EXPERIENCE OR SCHOOL ACTIVITIES. Please describe in the space provided or on a separate sheet recent volunteer experience, work experience, and school activities. (Attach separate sheet.)

VI. LETTERS OF RECOMMENDATION. Please provide a letter of recommendation from a current Chihuahua Club of America member.

VII. CERTIFICATION

I certify that all the information on this form is true and complete to the best of my/our knowledge. If asked by any authorized official of The Chihuahua Club of America, I agree to give accurate documentation for information given on this form. I realize that failure to comply with a request for further information may prevent the applicant from being considered. I understand that the financial information will be confidential, for review solely by The Chihuahua Club of America.

Applicant's Signature/Date

SUBMIT COMPLETE APPLICATION, INCLUDING ALL DOCUMENTATION. To:
CCA Junior Scholarship Applications, 16619 Fort Oswego St, San Antonio, TX 78247

APPLICATIONS WILL NOT BE CONSIDERED UNLESS COMPLETE.
DO NOT SEND MATERIALS SEPARATELY.

Checklist for attachments:

- Application completed and signed
- Personal statement
- Copy of official school transcript
- Original recommendation letter