

SHERWOOD HIGH SCHOOL PTSA SCHOLARSHIP COMMITTEE BYLAWS

I. POLICY

A. Basic Purpose

In addition to the general promotion of the objects of the Sherwood High School Parent Teacher Student Association (PTSA), as set forth in the PTSA Bylaws, the Scholarship Committee has been established for the specific purpose of promoting the continuation of Sherwood High School (SHS) students' education through the provision of scholarships to assist their attendance at accredited universities, colleges, or vocational, business, trade or other schools.

B. Funding

Funds to be expended on scholarships in any year must be specified in the PTSA budget, as approved by the PTSA membership. If additional funds become available after the PTSA budget has been approved, these funds may be expended for scholarships with the approval of the PTSA Executive Board. No funds may be committed other than those available for expenditure. Except for funds specifically given for specific memorial or special scholarships, funds available shall be used for general scholarships unless specifically approved for transfer to a memorial or special scholarship fund by the PTSA Executive Board.

Most funding for scholarships administered by the PTSA comes through external community funds. Some funds are specifically collected during the membership campaign, and must be spent on PTSA scholarship awards. For simplicity in accounting and awarding, these PTSA awards should be in even amounts (fifties or hundreds of dollars) which may result in PTSA general funds being contributed, or hold overs from year to year.

C. Eligibility

Without exception, including the PTSA student VP and children of PTSA board members, all Sherwood High School Seniors are eligible to apply for scholarships under the auspices of this committee.

D. Records

Access to all information provided on the scholarship application by applicants shall be restricted to members of the Scholarship Committee and to sponsors who make the final selections. Committee members agree to keep information confidential. Applicant records will be maintained for a maximum of (3?) years, and destroyed thereafter. Annual Scholarship Chair annual reports will be kept for 5 years, and then destroyed. Sponsor's foundation records will be kept as long as it remains an active award from year to year.

All scholarship records are the property of SHS PTSA. These should also be maintained in a secure manner. Arrangement have been made to secure these records with Sherwood HS business office.

II. COMMITTEE ORGANIZATION

A. Remit

The Scholarship Committee is a standing committee of the PTSA. The primary function of this committee is to act in the best interest of the PTSA and Sherwood High School student applicants by judiciously administering scholarship related funds and maintaining confidential information of sponsors, applicants, and committee members.

B. Committee Chair

The committee chair is appointed by the PTSA president and approved by the PTSA Executive Board. The scholarship committee may have co-chairs, and suggest a division of responsibility, e.g. one focused on sponsors and the other applicants.

C. Committee Membership

The Scholarship Committee shall consist of three to seven community members. At the discretion of the committee chair(s) and the school Principal, school staff may also serve on the review committee. A parent of a senior may not serve on this committee to avoid real or perceived conflicts of interest.

Members must review and sign they have read and understand these bylaws for each year they serve on this committee. These records will be maintained with the scholarship committee annual report.

Prior to reviewing applications, the all members including the chair should recuse themselves from reviewing applicants they would unfairly review, both positively and negatively.

D. Committee Responsibilities

1. The Chair(s) will work with the school to determine the timing the SHS award ceremony, and develop a committee workplan with a goal of all scholarship recipients being selected 1 month prior to the award ceremony.

2. Scholarship applications will be made available at least 4 months prior to the school award ceremony. The application availability should be advertised in appropriate PTSA and SHS communications. The application must collect data relevant to the scholarships to be awarded, yet understand this is a volunteer committee from the parent community. The scholarship committee will refrain from collecting sensitive family financial information. For determinations of financial need, the committee may seek guidance from the school based on already available information.
3. The application deadline should be approximately 2 months prior to awards, to allow committee 4 to 5 weeks to review and select recipients. The time and place of review and selection meetings will be established by the Chair and Committee as needed to facilitate the business of the committee.
4. The Committee will evaluate each application and select scholarship recipients from the applicants according to the scholarship selection criteria. Deference must be given to sponsor's criteria for scholarships.
5. The use of a scoring rubric is strongly suggested. If used, this should be reviewed and updated annually by the scholarship committee.
6. If additional scholarship funds are available, the committee will select recipients for SHS PTSA scholarships. The number and value of the PTSA scholarships will vary depending on available funds and are at the discretion of the scholarship committee. These are subject to approval by the PTSA Executive Board.
7. Formal presentation of scholarship awards will be done at the Sherwood High School annual awards ceremony. PTSA general scholarships will be presented by the PTSA President and/or Scholarship Committee Chair(s) or his/her designee. Memorial or named scholarships will designate their own presenter.

8. A scholarship packet containing specific instructions to students regarding payment of their award will be prepared by the scholarship committee and given to the recipients at the award ceremony. The packet will contain a letter notifying the recipient 's school of the award and billing procedures. It will be the recipient's responsibility to send this letter to the school.
9. The Scholarship Committee must perform all other duties necessary to carry out these responsibilities.
10. After the awards have been presented, a report will be written by the scholarship chair(s) and copies given to the PTSA treasurer, PTSA secretary, and a copy to remain in Scholarship files. This report must include names of recipients, amount of award, and the school of higher education the recipient will be attending.

III. SCHOLARSHIP SELECTION CRITERIA

A. Sponsored Awards

Certain scholarships are established which have special eligibility requirements which must be met prior to the application of the general criteria. A list of available scholarships and their criteria will be available in conjunction with publication of the scholarship application forms.

The Scholarship committee must defer to the sponsor criteria in making recipient decisions. Beyond the sponsor criteria, the committee may evaluate applicants based on (in no particular order) community service, financial need, scholastic achievement, school activities, potential, or other qualities to be determined at the time of review.

The SHS PTSA awards several of its own scholarships. These PTSA Scholarships will be awarded based on some or all of the following criteria (in no particular order) community service, financial need, scholastic achievement, school activities, potential, or other qualities to be determined at the time of review.

B. PROCEDURES REGARDING SCHOLARSHIP AWARDS

Scholarships monies will be distributed in a manner appropriate the specific scholarship. Where possible, the PTSA and the scholarship committee will attempt to distribute funds directly to the student to allow the greatest flexibility in paying for their higher education. Certain scholarships may have specific billing procedures. If so they will be specified in the scholarship packet.

IV. Scholarship Bylaws Term and Review

These Bylaws are an addendum to the General Sherwood High School PTSA bylaws and shall be reviewed every three (3) years. The Scholarship Committee or the PTSA Executive Board may choose a more frequent, or ad hoc review cycle, so long as these remain an addendum to the General PTSA Bylaws. Previously approved bylaws do not cover scholarship committee activities in the absence of triannual update and approval.

Reviewed and approved by Sherwood High School Parent Teach Student Association on: _____
Date



**Sherwood High School Parent,
Teacher, Student Association**



300 Olney-Sandy Spring Road, Sandy Spring, MD 20860

**Sherwood High School Parent Teacher Student Assoc. Receipt and Acknowledgement of Scholarship
Committee Bylaws**

Thank you for being a member of the SHS PTSA Scholarship Committee for school year _____.
By signing below, I acknowledge I have been provided a copy of the SHS PTSA Scholarship Committee
Bylaws, and agree to abide by the provisions set therein.

Name (Please Print)

Signature

Date