

# Awards Policy

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Detroit Regional Dollars for Scholars is a locally-run volunteer-driven organization of parents, students, educators, and business and community members committed to helping local students prepare for life after high school, through scholarships and academic support, to enable post-secondary success.

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# Awards Policy

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## A. Purpose

Detroit Regional Dollars for Scholars awards policy is intended to provide reasonable guidelines for awarding student scholarships to ensure compliance with our exempt purpose and applicable provisions of the Internal Revenue Code.

## B. Scholarships Awards Offered

Detroit Regional Dollars for Scholars offers the following scholarship awards each year to students graduating from partner high schools:

1. Detroit Regional Dollars for Scholars Scholarship
2. Betty Ritzenheim Memorial Scholarship
3. Pamela Sidney Leadership Scholarship

Partner high school is defined as a school with an active memorandum of understanding in place for the current academic year. For a list of high school partners, please visit [drdfs.org](http://drdfs.org).

## C. Eligibility

Detroit Regional Dollars for Scholars' scholarship awards will be open to graduates from partner high schools regardless of the type of postsecondary education program they will attend so long as the school is accredited as defined by IRC § 170(b)(1)(A)(ii).

### 1. Detroit Regional Dollars for Scholars Scholarship

Eligibility for the Detroit Regional Dollars for Scholars Scholarship is based on a student's participation in the Academic Support Program. Criteria for participation in the Academic Support Program focuses on first-generation, low-income students.

Scholarship awards are anticipated to be \$4,000 in total. This scholarship will be disbursed in equal payments for two consecutive years.

In order to be eligible, a student must:

- Have participated in the Detroit Regional Dollars for Scholars Academic Support Program during their junior and senior year of high school.
- Have earned at minimum cumulative grade point average of 2.0 on a 4.0 scale.
- Plan to enroll in an accredited post-secondary institution recognized by the United States Department of Education.
- Fully complete all of the scholarship application materials.

### Renewal Process (Detroit Regional Dollars for Scholars Scholarship)

In May of the year consecutive to the initial scholarship disbursement, recipients of the Detroit Regional Dollars for Scholars Scholarship may apply to renew their scholarship.

In order to be eligible for the renewal, a student must:

- Plan to continue enrollment in an accredited post-secondary institution recognized by the United States Department of Education.

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The scholarship renewal becomes valid only when the following sections of the Student Profile in ChapterNet are completed:

- Proof of Continued Enrollment (Upload a photo of your semester course schedule to the Documents section of the Student Profile on Chapternet.)

## **2. Betty Ritzenhein Memorial Scholarship**

All graduates from our first or second year partner high schools are eligible for the Betty Ritzenhein Memorial Scholarship.

The award selection for the Betty Ritzenhein Memorial Scholarship is based on a combination of need and merit. One scholarship per high school is anticipated to be awarded. The scholarship is anticipated to be \$2,000 per recipient. This scholarship is not renewable.

In order to be eligible, a student must:

- Be a graduating high school senior at a partner high school.
- Plan to enroll in an accredited post-secondary institution recognized by the United States Department of Education.
- Fully complete all of the scholarship application materials.

## **3. Pamela Sidney Leadership Scholarship**

All graduates from our first or second year partner high schools are eligible for the Pamela Sidney Leadership Scholarship.

The award selection for the Pamela Sidney Memorial Scholarship is based on a combination of need and merit. One scholarship per high school in their first or second year of partnership is anticipated to be awarded. The scholarship is anticipated to be \$2,000 per recipient. This scholarship is not renewable.

In order to be eligible, a student must:

- Be a graduating high school senior at a partner high school.
- Plan to enroll in an accredited post-secondary institution recognized by the United States Department of Education.
- Fully complete all of the scholarship application materials.

## **D. Scholarship Application Period**

Prior to making scholarship applications available, the Awards Committee will submit a list of available scholarships to the Board of Directors for approval. Notwithstanding anything in this awards policy to the contrary, the Board of Directors will make the final determination of award availability and amounts each year.

Detroit Regional Dollars for Scholars will open available scholarships on January 1 and close them on January 31. Students may apply during this period by completing a Student Profile in ChapterNet accessible via our web site ([drdfs.org](http://drdfs.org)).

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The scholarship application becomes valid only when the following sections of the Student Profile in ChapterNet are completed:

- Work Experience
- Activities and Leadership Contributions
- Educational and Career Objectives Essay
- Unusual Circumstances Essay
- FAFSA Expected Family Contribution (EFC will be verified before the scholarship is administered.) Applicant Appraisal (Using ChapterNet, the applicant must request a teacher, counselor or supervisor to complete an appraisal evaluation.)
- Scholastic Performance (cumulative GPA) and Aptitude (SAT score) (Using ChapterNet, the applicant must request an appropriate school official to complete a scholastic evaluation.)

**The application deadline is January 31 at 11:59 p.m.**

Designated representatives of Detroit Regional Dollars for Scholars will contact the Liaison at the partner high schools to advertise the availability scholarships administered by Detroit Regional Dollars for Scholars. The Liaison is responsible for encouraging potential candidates to submit applications.

## **E. Awards Selection Committee**

Detroit Regional Dollars for Scholars' Board of Directors will appoint individuals to serve as members of the Awards Selection Committee. These members will be charged with the evaluation of candidates for all scholarships administered by Detroit Regional Dollars for Scholars. The Awards Selection Committee may not be chaired or led by a donor or a person designated by a donor.

Every member of the Awards Selection Committee must:

- Adhere to the relevant policies of Detroit Regional Dollars for Scholars, including without limitation the conflict of interest policy and confidentiality policy.
- Disclose any personal knowledge of and relationship with any potential recipient under consideration.

Individuals must refrain from participation in the award process in any circumstance where he or she would derive, directly or indirectly, a private benefit if any potential recipient or recipients are selected over others.

No scholarship covered by this awards policy may be awarded to any substantial contributor or family member of a substantial contributor to Detroit Regional Dollars for Scholars.

## **F. Basis for Selection of Recipients**

Scholarship applications aren't evaluated on academic achievement alone. Other qualifications include overcoming adversity, community involvement, financial need, awards and recognition, educator recommendations and the desire to succeed in higher education. The following additional criteria will be considered in awarding scholarships.

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## 1. Detroit Regional Dollars for Scholars Scholarship

All students that meet the eligibility requirements of the Detroit Regional Dollars for Scholars scholarship will be selected to be recipients.

## 2. Betty Ritzenheim Memorial Scholarship

The award selections for the Betty Ritzenheim Memorial Scholarship are based on a combination of need and merit. The Awards Selection Committee will use the formula  $T = (EFC \cdot 10) \cdot 30 + (WSS/240) \cdot 70$  and the weighted point value charts in Addendum A to score the applications. The student with the highest score will be selected as the recipient of the scholarship.

## 3. Pamela Sidney Leadership Scholarship

All award selections for the Pamela Sidney Leadership Scholarship are based on a combination of need and merit. The Awards Selection Committee will use the formula  $T = (EFC \cdot 10) \cdot 30 + (WSS/240) \cdot 70$  and the weighted point value charts in Addendum A to score the applications. The student with the highest score will be selected as the recipient of the scholarship.

The Awards Selection Committee established under this awards policy will forward its recipient recommendations to Detroit Regional Dollars for Scholars' Board of Directors no later than April 1. Detroit Regional Dollars for Scholars' Board of Directors must vote to approve the recipients.

## G. Award Distribution

An award certificate will be presented to recipients in May during their High School Awards Night program.

Students will receive their scholarship check, written to both the student and the institution, upon completion of the following steps. Recipients are asked to complete these steps before June 15.

1. Log into the Student Profile on Chapternet to acknowledge and accept the scholarship award.
2. Upload the following items to the Documents section of the Student Profile on Chapternet:
  - Headshot Photo
  - FAFSA Student Aid Report
  - College Acceptance Letter or Semester Course Schedule

## H. Scholarship Use

Scholarship recipients of all scholarships administered by Detroit Regional Dollars for Scholars must only use funds for qualified tuition and related expenses within the meaning of IRC § 117(b)(2).

Accordingly, scholarships can be used for the following purpose:

- Tuition and fees required for the enrollment or attendance of the student.
- Fees, books, supplies, and equipment required for courses of instruction.

Additionally, no part of the scholarship can be used as payment for teaching, research, or other services by the scholarship recipient.

Detroit Regional Dollars for Scholars reserves the right to impose additional, reasonable restrictions and/or requirements upon the awarding scholarships. Any substantial or material changes will be made only with approval of Detroit Regional Dollars for Scholars Board of Directors.

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## **I. Award Deferral**

Any student postponing postsecondary attendance due to personal circumstances or military service may have up to 27 months from their high school graduation date to use their award. Students are asked to notify Detroit Regional Dollars for Scholars by August 15 of the current year if requesting a deferral.

If the scholarship funds are not used within 27 months of their high school graduation date, they will be placed back in Detroit Regional Dollars for Scholars' general fund and made available to another student.

## **J. Recordkeeping Requirements**

Detroit Regional Dollars for Scholars will retain the following records in connection with scholarships:

- All information obtained by Detroit Regional Dollars for Scholars to evaluate the qualifications of potential recipients.
- The purpose and amount of each scholarship.
- Any additional information Detroit Regional Dollars for Scholars obtains in complying with its scholarship administration procedures.

Detroit Regional Dollars for Scholars will retain the information regarding successful and unsuccessful applicants for scholarship awards.

Records pertaining to any scholarship made in accordance with this awards policy will be kept for no less than three years after the filing of Detroit Regional Dollars for Scholars' annual tax return for the period in which the last installment of such scholarship was paid.

Detroit Regional Dollars for Scholars will take reasonable steps to maintain the confidentiality of information described in this section.

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## Addendum A - Weighted Point Values

**Chart A: Weighted Scholarship Score (70%)**

Section	Weighted Points	Percentage
Work Experience	25	10.4%
Activities and Leadership Contributions	25	10.4%
Educational and Career Objectives	15	6.3%
Unusual Circumstances	15	6.3%
Applicant Appraisal	40	16.7%
Scholastic Performance (Cumulative GPA)	80	33.3%
Scholastic Aptitude (SAT Score)	40	16.7%
<b>Total Points Available</b>	<b>240</b>	

**Chart B: Expected Family Contribution (30%)**

EFC Range	Points Value	Weighted Percentage Points
\$0-1,499	10	30%
\$1,500-2,499	9	27%
\$2,500-3,499	8	24%
\$3,500-4,499	7	21%
\$4,500-5,499	6	18%
\$5,500-6,499	5	15%
\$6,500-7,499	4	12%
\$7,500-8,499	3	9%
\$8,500-9,499	2	6%
\$9,500-14,499	1	3%
\$15,000 and above	0	0%

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## Addendum B - Important Dates

### **November Board Meeting**

Awards Committee will review awards policy and submit any recommended amendments to the Board of Directors for approval.

Prior to making scholarship applications available

Awards Committee submits list of available scholarships to the Board of Directors for approval.

### **January 1**

Detroit Regional Dollars for Scholars will open available scholarships ([drdfs.org](http://drdfs.org)).

### **January 31**

Detroit Regional Dollars for Scholars will close all scholarships ([drdfs.org](http://drdfs.org)).

### **February Board Meeting**

Board of Directors will nominate individuals to serve as members of the Award Selection Committee.

### **March**

Awards Selection Committee will meet as needed.

### **April Board Meeting**

Awards Selection Committee forwards a list of recommended recipients to the Board of Directors for approval.

### **May (High School Awards Night)**

Students will receive an award certificate during their High School Awards Night program.

### **June 30**

Recipients must acknowledge and accept the award and upload the required documents before their scholarship check is mailed to them.