



SCHOLARSHIP PROGRAM GUIDELINES

1. OBJECTIVE

The objective of the EAA Scholarship Program is to provide financial support to senior high school students who intend to enroll in a community college or university and community college/university students who are already pursuing a degree.

2. JURISDICTION

The Scholarship Committee shall have authority to determine the number of equal value scholarship awards within the adopted budget for the fiscal year in which the program is activated and in consideration of costs of implementing the Program.

3. ELIGIBILITY & REQUIRED QUALIFICATIONS

EAA dues-paying members, and family members within the household of an EAA dues-paying member in good standing may apply.

Applicants must:

- a) Be senior high school students who intend to enroll in a community college or university;
- or**
- b) Be current community college/university students pursuing a degree;

AND

- c) Submit a complete and timely application per the Scholarship Program Guidelines.

NOTE: EAA non dues-payers and household members of EAA non dues-paying do not qualify for EAA scholarships. Applications that are submitted by household members of EAA non dues-payers or EAA non dues-payers themselves shall be informed in writing by EAA staff that



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they are not eligible with an authorization for payroll deduction form if they choose to become a voluntary dues paying member for future opportunities.

4. TIMELINE (SEE NOTIFICATION / WEBSITE FOR SPECIFIC DATES)

APRIL - NOTIFICATION TO EAA MEMBERSHIP

The Scholarship Program will be advertised on the EAA website and via email communication by the third week of April.

APRIL-MAY - APPLICATION PERIOD

All applications, along with complete documentation, shall be submitted by the stated deadline in May.

MAY-JUNE - REVIEW & VOTING PERIOD

EAA staff shall screen the applications for completeness, verify that the applicants meet the qualifications, redact all identifying information, assign an identifying number, and submit the qualifying, anonymous and numbered applications to the Scholarship Committee for review.

All findings by EAA Staff regarding disqualified applications shall be reported to the Scholarship Committee before their review and voting takes place.

The Scholarship Committee and/or Scholarship Review Subcommittee volunteers shall review the applications and determine the scholarship winners in line with the Voting Procedure by the end of June.

JULY / AUGUST - WINNER NOTIFICATION & AWARD CEREMONY

The scholarship winners shall be notified no later than the third week in July. The **winners are required to be present at the award ceremony at the regularly scheduled Board of Governors**



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meeting, occurring on the second Wednesday in August at 6pm. Please note: You could be required to attend in person or remotely, depending on the format of the meeting.

5. APPLICATION PROCEDURE

A qualified applicant shall submit the following:

- a) Complete and thoughtful responses to short answer essay questions written solely by the student applicant. Applicants should refrain from identifying themselves or the EAA member(s) they have a relationship with.
- b) Applicants must provide their latest available quarter or semester grades.
 - For high school students, a copy of the 11th grade transcript and a copy of the latest 12th grade transcript.
 - For community college/university students, a copy of their latest transcripts.
- c) High school students must provide evidence (proof of deposit, enrolled class schedule) that they will be attending a community college or four-year college/university in at least six units (at least part-time enrollment in two or more classes).
- d) Current community college/university students must provide proof of enrollment (enrolled class schedule) in next semester/quarter in at least six units (at least part-time enrollment in two or more classes).
- e) **For students sponsored by an EAA dues-payer**, proof of residence is required if the address on the transcript is not the same as that on file for the EAA dues-payer and can be one of the following:
 - 1) CA ID/DL.
 - 2) Vehicle registration.
 - 3) Financial document such as Checking or Credit Card statement with account numbers redacted.



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- 4) If unable to provide one of the above, alternative documentation provided will be reviewed for suitability on a case-by-case basis.

NOTE: Any student that does not provide evidence that they will be attending Community College or University shall not be considered (see Section 6, subsection d) for the EAA Scholarship Program.

6. REASONS FOR APPLICATIONS TO BE DISQUALIFIED

Only one of the below needs to apply for an application to be disqualified:

- a) The student is not an EAA dues payer or is not sponsored by an EAA dues-payer (living within the same household); or
- b) The student is within the household of an EAA Governor, who holds the position of governor any time during the calendar year when the scholarship is awarded; or a Scholarship Committee Member and/or Scholarship Review Subcommittee Volunteer; or
- c) The student is an EAA Governor, or member of the Scholarship Committee/Scholarship Review Subcommittee; or
- d) The student fails to provide the mandatory information by the specified application deadline; or
- e) Fraudulent, inaccurate, or misleading information is included with the application; or
- f) The student has previously been awarded a scholarship through the EAA Scholarship Program.

7. VERIFICATION

- a) Verification that the student is eligible according to the EAA Scholarship Program Guidelines.
- b) Verification that none of the reasons for disqualification apply.



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- c) Verification that all the required documentation has been submitted.
- d) Verification that the student lives within the household of an EAA dues-paying member, if not an EAA dues-paying member themselves.

8. VOTING PROCEDURE

- a) All findings by EAA Staff regarding disqualified applications shall be reported to the Scholarship Committee before their review and voting takes place.
- b) The Scholarship Committee/Scholarship Review Subcommittee members present will submit their votes for the scholarship awards.
- c) All votes must be recorded and the applicants ranked by the number of votes received. The applicants who receive the most votes shall be awarded the scholarships.
- d) If there is a tie for the final award, only the names of the tied applicants will be re-voted. If there is another tie in the second round of voting, a lottery will be conducted to select the winner.
- e) If, for any reason, one or more scholarship awards are not given to the applicants selected, the scholarship(s) shall be awarded to the next ranked applicant(s).
- f) Upon identification by EAA Staff (using the predesignated identifying number) the Committee will submit a recommendation to the Board of Governors with the names of the winners by the agenda deadline for July's Board of Governors Meeting.