



SCHOLARSHIP PROGRAM GUIDELINES

REVISED 2025

1. OBJECTIVE

The objective of the EAA Scholarship Program is to provide financial support to senior high school students who have committed to enrolling in a community college or to a university and community college/university students who are already enrolled and are pursuing a degree. Those enrolled in certificate programs are not eligible for the scholarship program. The awards are for those within the household of an EAA member (e.g., the member's child, spouse, or any dependent—such as a niece, nephew, or grandchild—for whom the member serves as guardian and who resides in the same household). The award in the 2025 program is not intended for current city employees. The objective is to provide financial support and facilitate college education that leads to gainful and quality employment to the families of EAA members.

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

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



SCHOLARSHIP PROGRAM GUIDELINES

REVISED 2025

- b) Be current community college/university students pursuing a degree;

AND

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

NOTE: Household members of EAA non dues-payers do not qualify for EAA scholarships. Applications that are submitted by household members of EAA non dues-payers shall be informed in writing by EAA staff that they are not eligible. EAA non dues-paying members will be provided 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 - STEP 1 of the APPLICATION PROCESS

All applications shall be submitted by the stated deadline in May. Candidate applications that are late, do not come from the household of a dues-paying EAA member, or that use identifying information in the essay question responses (including member name, department, classification) will be disqualified.

MAY-JUNE - REVIEW & VOTING PERIOD



SCHOLARSHIP PROGRAM GUIDELINES

REVISED 2025

EAA staff shall screen the applications for completeness, verify that the applicants meet the initial qualifications, assign an identifying number, and submit the qualifying, anonymous and numbered applications to the Scholarship Committee for review. If screening criteria is missed by EAA staff, it is within the purview of the Scholarship Committee to disqualify a candidate based on the valid reasons described in these guidelines.

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 accordance with their voting procedure by the specified timeline.

LATE JUNE - STEP 2 of the APPLICATION PROCESS

No later than June 30th, the Scholarship Committee will rank applications and move a select number of top applications to the next round. Scholarship applicants will be informed by EAA staff that they have moved on to this next round, and they will all be given one week to submit additional documentation to EAA staff as outlined in the Application Procedure, 5 e-f, below. Please note: Not all candidates who are asked to submit this additional Step 2 documentation will be awarded a scholarship. Any candidate who is invited to submit the additional documentation and does not do so by the stated deadline, will be subject to disqualification.

JULY/AUGUST - WINNER NOTIFICATION AWARD CEREMONY



SCHOLARSHIP PROGRAM GUIDELINES

REVISED 2025

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 meeting, occurring on the second Wednesday in August. In consideration of extenuating circumstances or hardship, the sponsored employee can attend on behalf of the applicant. Please note: Awardees 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. Candidates who use identifying information in their essay responses (including their sponsoring EAA member's name, department, or classification) will be disqualified.
- b) Applicants must provide proof that they have been accepted into a college/ university and have formally committed to attending
- c) 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.
- d) 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.



SCHOLARSHIP PROGRAM GUIDELINES

REVISED 2025

- 3) Financial document such as Checking or Credit Card statement with account numbers redacted.
- 4) If unable to provide one of the above, alternative documentation provided will be reviewed for suitability on a case-by-case basis.
- e) High school student applicants who advance to Step 2 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).
- f) Current community college/university student applicants who advance to Step 2 must provide proof of enrollment (enrolled class schedule) in the next semester/quarter in at least six units (at least part-time enrollment in two or more classes).

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 c) 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 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



SCHOLARSHIP PROGRAM GUIDELINES

REVISED 2025

- c) The student fails to provide the mandatory information by the specified application deadline; or
- d) The student used identifying information in their essay question responses (including sponsoring member's name, department, or classification); 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.
- c) Verification that all the required documentation has been submitted.
- d) Verification that the student is within the household of an EAA dues-paying member.

8. VOTING PROCEDURE

- a) All findings by the designated EAA staff member regarding disqualified applications shall be reported to the Scholarship Committee before their review and voting takes place for STEP 1 of the application process and then again before STEP 2 of the application process.
- b) The Scholarship Committee/Scholarship Review Subcommittee members present will submit their votes for the scholarship awards.



SCHOLARSHIP PROGRAM GUIDELINES

REVISED 2025

- 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.