



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 an accredited Community College or University and Community College/University students who are already pursuing a degree.

2. JURISDICTION

The Outreach & Events 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 members in good standing may apply.

Applicants must be:

- a) Senior high school students who intend to enroll in an accredited Community College or University; or
- b) Current Community College or 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 payers 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 they are not eligible with an authorization for payroll deduction form if they choose to become a voluntary dues paying member for future opportunities.



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4. TIMELINE (SEE NOTIFICATION FOR SPECIFIC DATES)

MAY - NOTIFICATION TO EAA MEMBERSHIP

- a) The Scholarship Program will be advertised on the EAA website and via email communication by the end of May.

JUNE - APPLICATION PERIOD

- b) All applications, along with complete documentation, shall be submitted by the stated deadline in June.

JULY - REVIEW & VOTING PERIOD

- c) 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 Outreach & Events Committee for review.
- d) All findings by EAA Staff regarding rejected applications shall be reported to the Outreach & Events Committee before their review and voting takes place.
- e) The Outreach & Events Committee and/or Subcommittee volunteers shall review the applications and determine the scholarship winners in line with the Voting Procedure by the end of July.

AUGUST - WINNER NOTIFICATION & AWARD CEREMONY

- f) The scholarship winners shall be notified no later than the first week in August. The **winners are required to be present at the award ceremony at the regularly scheduled BOG meeting, occurring on the second Wednesday in September.** Please note: Attendance could be in person or virtual.



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5. APPLICATION PROCEDURE

A qualified applicant shall submit the following:

- a) Complete and thoughtful responses to short answer essay questions.
- b) For high school students, a copy of the latest 12th grade transcript.
- c) For Community College/University students, a copy of their latest transcripts.
- d) High school students must provide evidence that they will be attending a Community College or University
- e) Community College/University students must provide proof of enrollment for the next semester/quarter.

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:

- a) CA ID/DL.
- b) Vehicle registration.
- c) 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).

6. REASONS FOR APPLICATIONS TO BE REJECTED

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



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- 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 an Outreach & Events Committee Member and/or Scholarship Review Subcommittee Volunteer; or
- c) The student is an EAA Governor, or member of the Outreach & Events Committee/Scholarship Review Subcommittee; or
- d) The student fails to provide the mandatory information by the specified deadline; or
- e) Fraudulent, inaccurate, or misleading information is included with the application; or
- f) The student has already been awarded a scholarship through the EAA Scholarship Program.

7. VERIFICATION

- a) Verification that the student is eligible.
- b) Verification that none of the reasons for rejection apply.
- 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 rejected applications shall be reported to the Outreach & Events Committee before their review and voting takes place.
- b) The Committee/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.



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- 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 August's Board of Governors Meeting.