

Please submit application and related materials by **April 17, 2019** to:
Marc Niemeyer
WHS Graduation Specialist

NUTTER FAMILY FOUNDATION SCHOLARSHIP COMMITTEE PROCEDURES

The Nutter Family Foundation (the “Foundation”) will award individual scholarships for graduating seniors from Wahkiakum High School, (the “School”) which is located in Cathlamet, WA.

1. Scholarship Committee

Scholarship recipients will be selected by a committee composed of one representative chosen by the Foundation and two members of the Wahkiakum High School faculty (the “Committee”). The members of the Committee will receive only reimbursements for their services directly related to the Foundation Scholarship. The Committee will meet at least yearly at the convenience of its members to select scholarship recipients.

2. Potential Recipients

The Committee shall seek to advertise the availability of this scholarship through School announcements. The Committee will seek promising students for scholarship consideration.

All students attending the School, provided the applicant meets the described criteria in section 4, are eligible to receive a Foundation scholarship.

3. Scholarships

The Foundation intends to award one (1) new scholarship each year and renewals of scholarships to original recipients who continue to qualify. The number of scholarships awarded in any year may be increased or decreased in the discretion of the trustees of the Foundation, based upon the number of suitable applicants, the value of the assets and income of the Foundation, and other factors.

Each scholarship will provide funds to be used during the course of a student’s college studies. If the Foundation provides a scholarship for multiple academic years, the recipient must remain qualified for each year that he or she receives a scholarship. Each scholarship shall have an annual maximum dollar amount of \$7,000. The scholarship monies will be used solely for tuition, books, room and board and other mandatory expenses directly related to the recipient’s pursuit of studies as a candidate for a two or four year academic degree at an accredited college or university or qualifying technical school.

The Foundation prefers to make payments under the scholarship directly to the educational institution in which the recipient is enrolled. If this is not possible, it will reimburse the recipient for incidental expenses or other providers upon presentation to the Foundation of proper invoices and/or receipts.

4. Application and Selection Procedure

The Foundation will have administrative and screening procedures to select scholarship recipients. To be considered for a scholarship, an applicant must submit a completed application form. A copy of the application forms used by the Foundation is attached hereto.

Scholarships will be awarded on the basis of the applicant's anticipated coursework, career plan and the following additional criteria. Applicants must: have at least a 2.5 high school grade point average (on a 4.0 scale) or equivalent on any different scale, have completed at least two years at Wahkiakum High School, plan to attend an accredited college or university or qualifying technical school.

Financial need and the Committee's view of the individual's motivation, character, ability and potential will be considered. The Committee may require recommendations from one or more of the applicant's instructors.

5. Anti-Discrimination Policy

There are no restrictions or limitations in the selection procedures based upon race, sex, religion, color or other irrelevant or unlawful factors, or upon the employment status of the prospective recipient or any relative of the prospective recipient.

6. Ineligibility and Conflicts of Interest

Persons who are "disqualified persons" with respect to the Foundation, as defined in section 4946 of the Internal Revenue Code, and relatives of members of the selection committee are not eligible scholarship recipients. No preference is given to applicant on the basis of any person's relationship to the Foundation or the Foundation's officers or board of directors.

Scholarship recipients will not be required to pursue studies or research which will benefit the Foundation or any person who is a "disqualified person" with respect to the Foundation, within the meaning of section 4946 of the Internal Revenue Code.

Members of the Committee who may potentially derive a private benefit, directly or indirectly, if certain potential recipients are selected over others will not participate in the discussions on selection surrounding such applicant.

7. Enrollment

The scholarship recipient must be enrolled as a full-time student at an accredited educational institution that meets the description in section 170(b) (1) (A) (ii) of the Internal Revenue Code.

8. Renewal

The Committee or the trustees of the Foundation may at its sole discretion choose to annually renew the scholarship to the recipient for up to three years provided the Foundation has no information indicating that the original scholarship was used for any purpose other than that for which it was intended. All reports required from the recipient with respect to the scholarship and each annual renewal shall be furnished on a timely basis to the Foundation. The recipient must not have engaged in any misconduct detrimental to the intent of the scholarship. At the sole determination of the Foundation, recipient continues to maintain a satisfactory academic record and be making satisfactory progress towards obtaining a degree.

9. Reports by Scholarship Recipients

Scholarship recipients must provide the Foundation with a transcript of academic performance or other evidence of academic progress towards the degree or certification, verified by the educational institution, as soon as a transcript is available at the end of each academic period for which a scholarship is received. This should include courses taken and grades received if applicable.

If the Foundation receives information indicating that the terms of the scholarship have been violated or if the recipient fails to maintain a satisfactory progress towards the degree, as determined by the Committee or the Foundation's trustees, the scholarship will be immediately terminated. The Foundation shall take all reasonable and appropriate steps to recover the scholarship funds and return such to the Foundation scholarship funds.

10. Maintenance of Records

The Foundation will retain records pertaining to all applications and decisions regarding scholarship awards. Such will include all information secured to evaluate the qualification of potential scholarship recipients, identification of recipients (including relationships of any applicant to the Foundation sufficient to make such applicant a "disqualified person" within the meaning of section 4946 of the Internal Revenue Code), the amount of each scholarship, and follow-up information concerning the college enrollment and performance of each grant recipient. Such records will be made available to third parties solely and strictly on a need to know basis.

Please submit application and related materials by **April 17, 2019** to:

Marc Niemeyer
WHS Graduation Specialist

NUTTER FAMILY FOUNDATION FOR SCHOLARSHIP APPLICATION

- **Provide the applicant's full name and postal, telephone and electronic contact information.**
- **What are the applicant's current academic goals (program/degree/year) and what is the applicant's current academic status?**
- **Please attach an academic transcript.**
- **List honors and awards.**
- **List organizations in which you have memberships, including all organizations and or programs in which you have been actively involved.**
- **List post-Secondary education levels of direct family members.**
- **Describe your personal and career plans. Include how this scholarship will enhance your ability to attain these goals.**
- **Anticipated high school graduation date.**
- **List any family or personal circumstance you feel might be of use to the committee in considering your application.**
- **Please complete the attached Financial Need Analysis.**

FINANCIAL NEED ANALYSIS**Your Budget for the first Academic Year:**

Information to complete this section may in part be obtained from the institution you plan or desire to attend if you are awarded the scholarship. Please be as thorough, accurate, and realistic as possible when providing this information.

C) **Total Financial Need (“A” minus “B”)** \$ _____

A) Anticipated Expenses		B) Available Funds	
Tuition		Grants	
Fees		Loans	
Room and Board		Parent, Guardians or Spouse Contributions	
Personal Expenses		Summer Earnings	
Books and Supplies		School Year Earnings	
Transportation		Other Sources of Income	
Other: Describe		Please identify other income:	
Total \$		Total \$	

Financial Application Agreement

I certify that the information I have provided on this form is complete and accurate to the best of my knowledge. I authorize the Nutter Family Foundation to use this information for the sole purpose to assess my eligibility for a scholarship.

Signature of Applicant* _____ **Date** _____

* **Must be signed by natural or Legal guardian if not of age of majority.**