

# HLAA Youth Scholarship Basic Guidelines

(to be included in the HLAA Record Book)

## I. Scholarships

- a. The HLAA will award two \$500.00 scholarships each year to current graduating high school seniors that are HLAA youth members in good standing.
- b. If ever the financial situation is such that the number of scholarships or the amounts of each scholarship has a proposal for change, the decision will be put to the membership before the final decision is made.

## II. Scholarship Information – Eligibility, Preparation & Dates

- a. All applicants must be a current graduating high school senior and a member in good standing of the HLAA
- b. The youth applicant must have been a youth member of the HLAA as of March 1<sup>st</sup> of the year of making application.
- c. The applications received must be postmarked no later than June 1<sup>st</sup> of the current year. Any late applications will not be accepted.
- d. All applications must be sent to the current HLAA Youth Committee Chair.
- e. All requirements of the application must arrive in one packet.
- f. Only applications that have met the instructions completely will be made available to the Selection Committee for review. Others will be disqualified. (all disqualified applications will be reported to the HLAA BOD)
- g. The Youth Committee Chair will remove all personal identification from each application and assign each application a separate number that will be used during the selection process. The Chair will then send each application to the members of the approved Selection Committee. The Selection Committee must be approved by the HLAA BOD. (the HLAA BOD should not be used as the selection committee)
- h. All eligible applications must be processed and sent to the Selection Committee no later than June 15.
- i. The Instruction document for the Selection Committee must be sent to each member of the Selection Committee along with the applications.
- j. Final rankings from the Selection Committee must be submitted to the youth Committee by July 10.
- k. Winning applicants will be notified of their scholarship no later than August 1<sup>st</sup>.

## III. Selection of Scholarships

- a. Scholarships are to be reviewed and selected with the following criteria in mind. In this order:
  1. Involvements
    - In llama/alpaca programs or in fiber arts
    - In school and community
  2. Written essay – How has your involvement with llamas or alpacas impacted you?
  3. Future study plans.
  4. Two letters of recommendations
    - One letter of recommendation from someone who has spent time with you in your experience with llamas or alpacas.

- One letter from a high school teacher, administrator, employer, church leader, or a civic organization.
5. A transcript from high school including G.P.A.

- b. Each Selection Committee member will be instructed to rank the applications in the order that they feel best meets the criteria listed in Section II, b. E.g. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, etc.
- c. The Youth Committee Chair will instruct the members of the Selection Committee to return their rankings in writing (either mail or email) to both the Chair and one other designated members of the Youth Committee who have not previously viewed the applications.
- d. Rankings must be submitted to the Youth Committee by July 10.
- e. Any youth committee member or HLAA Board member that is a family member or 4-H leader of the applicants will not be allowed to participate in the selection process or the tallying process.

#### **IV. Tally**

- a. The designated members of the Youth Committee will tally the votes by assigning each ranking points as follows:  
Each 1<sup>st</sup> place ranking will receive 10 points. Each 2<sup>nd</sup> place will receive 8 points, 3<sup>rd</sup> place 6 points, etc. The applications with the highest total of points will be the top selections.
- b. If a tie should occur, the number of years involved with llamas and with the HLAA should be a consideration for the tie breaker.
- c. The scholarship winners must be reported to the Youth Committee Chair and the HLAA President by August 1st. The Scholarship winners will be presented to the HLAA BOD for approval before any notifications are made.

#### **V. Announcements**

- a. The announcement of the scholarship winners will occur no later than August 1<sup>st</sup>. Winners will be notified in writing (email acceptable) by the HLAA President after approval by the BOD.
- b. Following approval and notification to the winner(s), the information will be made public via the HLAA website, Facebook page, & the Hummer Newsletter.
- c. Scholarship checks may be presented to the winners at a fall event if circumstances permit. If not, checks may be mailed directly to the winners.

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