

## **PUBLIC GIFTS TO THE DISTRICT**

### Susie A. Laughlin Memorial Scholarship

#### Trustees

Key Bank shall be the corporate trustee. The Board shall appoint two trustees to serve terms of three years each who shall be either Board members or administrators in the district. Each trustee shall have the right to resign at any time. Trustees appointed by the Board may be removed by the Board any time upon ten days' notice in writing to the said trustee. When a trusteeship is vacated, the Board shall appoint a successor trustee. The executive administrator for business services shall serve in an advisory role to the trustees.

The trust shall be operated in accordance with the applicable provisions governing the trust as provided in the will of Claude R. Laughlin. Each high school shall have one scholarship selection committee made up of the high school principal and from eight to twelve members appointed by the principal. The appointed members will be composed of representatives from the school staff and school community. At least three members of the committee must be persons from the community who are not district employees. Each school scholarship committee will select the scholarship recipients for its particular school.

The superintendent or designee shall prepare administrative regulations to implement this policy and specifically provide for selection criteria, scholarship applications, scholarship amounts and an annual review of the program and its process.

#### Selection Committees

Each high school will have a scholarship selection committee appointed annually by the principal. The scholarship selection committees shall be made up of the high school principal or designee and from eight to 12 members composed of representatives from the school staff and school community. At least three members of the scholarship committee must be from the community and must not be employees of the district. Each committee will select the scholarship recipients for its particular school. The committees will each establish rules of operation.

#### Criteria for Selection

General criteria will be used by each selection committee. The criteria to be considered are as follows (random order):

1. Contribution by the student to the school;
2. Post high school training or education plans;

3. Potential for significant future contribution to society;
4. Economic need;
5. Academic excellence;
6. Outstanding talent.

The selection committee must make an effort to award the scholarships on the basis of specific as well as a combination of criteria.

In order to receive a scholarship, a student must graduate from a district high school and have attended a district high school at least two consecutive semesters immediately prior to the semester during which the scholarship awards are determined (e.g., a student must have attended Sunset High School for the entire second semester in the junior year and all of the senior year).

### Applications

A standard application form, determined by the assistant superintendent or designee, will be used by all applicants. All applications will be reviewed and screened. Selection from the finalists must also include an interview. Applications will be made available by March 1 each school year and must be completed and returned to the appropriate high school principal no later than a date to be determined and announced by each school.

### Scholarship Amounts and Designations

The total of the funds available for scholarships each year will be divided among the high schools according to the enrollment on or about January 31. The individual awards are set at a minimum of \$500 and may be individually increased in multiples of \$500 up to a maximum of \$2,500. The majority of the individual scholarships should be in amounts of \$500 or \$1,000. Each scholarship may be awarded for a period of one or two years. Each committee will determine the number of scholarships and amounts to be awarded.

In accordance with the last will and testament of Claude R. Laughlin, "scholarship funds may be used for any educational purposes beyond high school, including but not limited to college, vocational school, and professional or graduate training."

### Annual Review

After the scholarships have been awarded each year, the program, process and regulations will be reviewed by the principals and the superintendent to determine if improvements should be made.