

Hood Somervell County A&M Club Scholarship Guidelines

1. The Hood Somervell A&M Club (hereinafter “the Club”) shall not require any applicant, or the family member of any applicant, to be a member of, or place membership with, the Club to apply for or receive a scholarship. Further, no applicant shall be given preference based on the membership status of an applicant or his/her family member.
2. Access to scholarship information, applications, and deadlines shall be published to high schools within Hood County and Somervell County and on the website of the Club so that all eligible students can apply.
3. Scholarship eligibility rules:
 - a. Applicants must have received confirmation of acceptance as a student at Texas A&M University Main Campus in College Station, TX, Texas A&M at Galveston in Galveston, TX, or Texas A&M at Qatar in Doha, Qatar (hereinafter, collectively, “Texas A&M University”).
 - i. Applicants eligible for any scholarship earmarked for a particular (or additional) Texas A&M University System school, including schools other than those listed in Subsection 3.a., must have received confirmation of acceptance for the specified school.
 - b. Applicants must ensure that the application and all required documentation has been received by their designated school counselor or the Designated Committee Representative on or before the publicized due date.
 - c. Applicants must fully answer all questions in the application, including the essay question, and provide a copy of his/her acceptance letter to Texas A&M University.
 - i. Applicants eligible for any scholarship earmarked for a particular (or additional) Texas A&M University System school, including schools other than those listed in Subsection 3.a., must provide a copy of his/her acceptance letter for the specified school.
 - d. Applicants must provide their University Identification Number (hereinafter “UIN”) or applicable university student ID number.
 - e. Applicants must be a prospective graduate of any high school or homeschool program in Hood County or Somervell County, including, but not limited to, Glen Rose High School, Granbury High School, Tolar High School, Lipan High School, Cornerstone Christian Academy, and Happy Hill Farm/North Central Texas Academy, OR the child of a parent/guardian who is a permanent resident of Hood County or Somervell County attending a private school outside of Hood County or Somervell County.
4. Applications shall be scored by evaluating an applicant’s financial need, essay, and activities/awards/leadership/employment (hereinafter, collectively, “Activities”) using the following point system:
 - a. An applicant shall be awarded up to 15 points in each of the three categories—financial need, essay, and Activities—for a maximum total score of 45 points.
 - b. Applicants receiving the same number of total points shall be further ranked based on their high school class rank.

- c. An applicant may receive reduced points or zero points in any category if he/she fails to provide all the necessary information or requested documentation prior to the due date.
- 5. A blank copy of the scoring rubric, as described in subsections 5(a)-(c) shall be posted on the Club website.
- 6. Blind Review:
 - a. Original applications shall be received by the Designated Committee Representative and retained throughout the selection process.
 - b. The Designated Committee Representative shall remove or redact all personal identifying information from the applications and mark each redacted application with the applicant's UIN or other unique number.
 - c. The Designated Committee Representative shall then provide the redacted application copies to the Committee for evaluation and scholarship selection.
 - d. The Designated Committee Representative shall not participate in the evaluation or scholarship selection process.
 - e. The Designated Committee Representative shall not reveal personal identifying information for any application to any member of the Committee until the selection process is complete.
- 7. Scholarship Committee Guidelines:
 - a. The Scholarship Committee (hereinafter the "Committee") shall consist of the Scholarship Committee Chair (hereinafter "the Chairperson"), three committee members, and one Designated Committee Representative.
 - b. The Chairperson shall be appointed by the President of the Club on or before October 31 of the prior year.
 - c. The committee members and the Designated Committee Representative shall be appointed by the President of the Club with input from the Chairperson.
 - d. No person shall serve on the Committee if he/she knows he/she is related to any current applicant or otherwise knows he/she has a conflict of interest with regard to any applicant.
 - e. The Committee members may be selected from outside the Club's membership; however, preference should be given to Club members who wish to serve on the Committee as long as no conflict of interest exists.
 - f. The Committee shall be assembled before applications are distributed.
 - g. The Committee may review the Scholarship Guidelines, application, or rubric and propose changes to the Board. Proposed changes must be submitted within a reasonable time before applications are to be distributed. Proposals that are not submitted within a reasonable time may be deferred to the following year so that the Board may have time to fully review, debate, and vote on proposed amendments.
 - h. The Board must review and approve any proposed changes to the Scholarship Guidelines, application, or rubric prior to the distribution of any amended guidelines, applications, or rubrics.
 - i. The Chairperson shall contact area high schools on or before December 31 of the prior year and determine an appropriate deadline for scholarship applications for the upcoming year.

- j. The Chairperson or a designated committee member shall provide the Board with a list of scholarship recipients and awards as soon as reasonably practicable after selection and before the recipients are notified.
8. No member of the Committee shall provide an applicant's sensitive information (ex. DOB, SSN, etc.) to any person outside of the Committee, the Board, or an appropriate representative of the Texas A&M University System.
9. The Club goal is to raise at least \$5,000 annually to be allocated towards the Scholarship Fund and the Endowment fund.
10. Usage of Scholarship Funds:
- a. The Club's Scholarship Fund shall be kept separate from the Club's Operating Fund.
 - b. Money from the Operating Fund may be used to pay up front expenses of a fundraising event. The Operating Fund shall be reimbursed from the proceeds of the fundraising event.
 - c. The Scholarship Committee shall not award more scholarship money in any year than the Club raised for scholarships in the preceding fiscal year except with the explicit approval of the Board.
 - d. The Executive Committee of the Board shall notify the Scholarship Committee of the total amount of money available for scholarships for the current year, and the amount of money to be placed in the Endowment Fund. This determination shall be made in January of each year.
 - e. Twenty-five percent (25%) of the money raised for scholarships in the prior fiscal year is to be placed in the Endowment Fund. This amount is to be calculated before the Board determines the amount of money available for scholarships in the current year.
 - f. The Scholarship Committee shall determine the number of scholarships to be awarded, the amount of each scholarship, and the duration of each scholarship. If a multi-year scholarship is awarded, the Club must hold the full amount of the scholarship in the Scholarship Fund at the time the scholarship is awarded.
 - g. If a donor provides funds for a specified Texas A&M University System school, that request shall be honored for those funds only.
 - h. Williamson Scholarships:
 - i. Funds donated by Morris Williamson are to be allocated as follows:
 - (1) Half to the Williamson Scholarship, which shall be awarded to an applicant who is active in high school activities, has acceptable grades, and has financial need. Applicants may include students accepted to Tarleton State University, in addition to Texas A&M University. These funds may be broken up into multiple, smaller scholarships.
 - (2) Half to the Williamson Land Scholarship, which shall be awarded to an applicant who intends to pursue a major related to land and has financial need. Applicants may include students accepted to Tarleton State University, in addition to Texas A&M University. These funds may be broken up into multiple, smaller scholarships.

- (3) Except as specified in Subsections 10.h.i.(1)-(2), funds donated by Morris Williamson shall be subject to the same eligibility and evaluation guidelines as all other scholarships awarded by the Club.
- ii. Funds donated as a “match” to those donated by Morris Williamson shall only be available to students attending Texas A&M University, as defined in Subsection 3.a., unless otherwise specified by the donor, and shall be subject to the same eligibility and evaluation guidelines as all other scholarships awarded by the Club.
- iii. Funds described in this subsection (Subsection 10.h.), shall not be included in the Club’s goal amount as described in Subsection 9. or in the amount allocated to the Scholarship Fund for the purposes of calculating the amount allocated to the Endowment Fund, as described in Subsection 10.e.

11. Scholarship recipients should be encouraged to remain engaged with the Club.