

**Amergael's Standard Operating Procedure
for Scholarship to a Member's Relative
(Prepared October 9th, 2014)**

Introduction

One of the main charitable endeavors of Amergael has been the awarding of college scholarships, two to graduates of Southern Regional High School and one to a relative of a member of Amergael. It is the purpose of this procedure to clarify all aspects of the awarding of a member scholarship.

Award of Scholarships Subject to Available Funding

The award of scholarships is based on the amount of funds available in the organization treasury for that purpose. Each year the organization treasurer will advise the membership as to the funds, currently available and projected, that could be available for the scholarship awards. If it is deemed by the membership that not all three scholarships can be funded then the following priority will apply: 1st scholarship to Southern Regional High School; the 2nd scholarship to a members relative as defined herein.

In this event, the chairperson of the Scholarship Committee will advise the appropriate personnel at Southern Regional High School of the change in the number of awards and coordinate activities related to the award(s).

Scholarship Committee

Responsibility for selecting individuals to receive all scholarships shall rest with the Amergael Scholarship Committee. The scholarship committee shall be composed of five members. A sixth alternate member will be available in the event that a member of the committee, for some reason cannot participate or must recuse themselves. If they need to recuse themselves they will advise the President of Amergael in confidence. The sixth alternate member will then take over the duties of the member who has been excused.

If a member of the committee has a relative who will be applying for the scholarship they are required to recuse themselves from all scholarship committee duties, in accordance with the procedure above.

The committee reserves the right to eliminate any application for lack of merit or failure to meet the established criteria. In all cases the decision of the committee is final, without explanation.

Eligible Members

In order to be eligible to submit an application for the member scholarship, individuals must have been members of Amergael for a minimum of two years, have been active in Amergael activities and are currently in good standing.

Spouses of Amergael members, who themselves are not members of Amergael, may not submit an application for one of their relatives.

Degree of Relationship

The award of a scholarship to a member's relative will be limited to the children, grandchildren, great grandchildren, brothers, sisters, nieces, nephews, great nieces and great nephews of the member.

Recipients of a scholarship must be citizens of the United States.

Multiple awards of Amergael Scholarships

In the event that a member's relative is awarded an Amergael scholarship at a local high school, they are automatically precluded from being eligible for the member scholarship.

Automatic disqualification for promotion of a relative

Amergael members who promote their relative for the member scholarship, in any way, will automatically disqualify the relative for consideration of the award. Accordingly, it is important for members who anticipate that a relative may apply for the scholarship refrain from mentioning it to anyone. Even the act of publicly inquiring about the scholarship application could be construed as a form of promotion by some. **The application is on the Amergael website (www.amergael.org)**. In the event that there is some concern whether an application for the scholarship is appropriate or not, members should contact the President of Amergael.

Application procedure

Applications will be sent by **Certified mail** to the President of Amergael, who will remove all indications of the applicant's identification and/or relationship to the member. In lieu of identification the President will assign a number to each application and retain the confidentiality of the member's relative.

The President will validate that the member is in good standing and active in the organization and that the relationship between the member and the applicant is consistent with that outlined in this procedure.

The President will forward the applications to the Chairperson of the Scholarship Committee for inclusion in the committee's deliberations.

Criteria for evaluating member scholarship applications

Applications for the member scholarship will be accepted and evaluated on the following basis:

1. A completed application is submitted, sent Certified mail and postmarked by midnight, May 1st or the Friday preceding the 1st, if the 1st falls on a weekend, of the year the applicant is graduating from high school.
2. Candidate will submit an Academic Report, a listing of school activities and awards received.
3. Submit a review of community and outside activities.
4. Prepare an essay of not less than 300 words or more than 400 words, typed and double spaced. The essay must include:
 - A. Indicate your Irish background including specific incident(s) of how Irish culture influenced your life. (Please do not mention eating corned beef and cabbage on St. Patrick's Day).
 - B. Indicate your college plans and goals for the future.
 - C. Since Amergael has a long history of providing funds for local food pantries as well as college scholarships and other charitable projects, discuss in your essay ideas for raising funds that Amergael might adopt in continuing its charitable works.

If any qualifying information is missing the applicant is automatically disqualified from consideration.

Amount of Scholarship

The current amount of a scholarship available to the relative of a member is \$500.00.