

**POLICIES, PROCEDURES AND GUIDELINES FOR THE  
CHATFIELD WATER SUPPLY CORPORATION  
SCHOLARSHIP**

# **POLICIES, PROCEDURES AND GUIDELINES FOR THE CHATFIELD WATER SUPPLY CORPORATION SCHOLARSHIP**

## **Purpose of the Scholarship**

To generate goodwill and interest from the membership of the Chatfield Water Supply Corporation.

## **Objective of the Scholarship**

To provide opportunity in education to deserving student(s).

## **Who will be eligible to receive this scholarship?**

Graduating seniors of local and private schools that are living with their parents/guardians, of which are

member(s) of the Chatfield Water Supply Corporation and whose primary residence is within the Chatfield Water Supply Corporation.

## **Amount and number of scholarships to be awarded**

To be determined by The Chatfield Water Supply Corporation and the amount of participation and subsequent funds derived.

### **Source of funds to finance the scholarship**

- a. Funded by the voluntary participation of The Chatfield Water Supply Corporation membership.

### **Method of Funding for the Scholarship**

- a. Rounding upwards the dollar amount of each water bill to the next whole dollar amount. That amount of difference between those two amounts will be deposited into a separate account and the annual accumulation will fund the scholarship(s).

### **Criteria to be considered to receive the scholarship**

- a. Applicants will submit an application, that is to be created by the Chatfield Water Supply Corporation and will be available to any eligible applicant upon that applicants request from an appropriate source (Chatfield Water Supply Corporation's office an any other appropriate source deemed appropriate by The Chatfield Water Supply Corporation Board of Directors such as school counselors and others that are involved with student scholarships in our local ISD's.
- b. Applicants will submit to the committee, a short essay outlining their plans to further their education and subsequent employment.
- c. Applicants will submit to the committee a current transcript of their grades.
- d. Applicants should secure, at least one recommendation for being selected to receive this scholarship from a staff member (teacher, counselor or administrator) of their attending school district.
- e. The deadline for the application to be received in the office of the Chatfield Water Supply Corporation Office is the first working day of March. Application received after this deadline will not be considered.

### **Method of Funding and Relating Criteria**

- a. By August 1<sup>st</sup> scholarships will be forwarded to the institution of attendance for tuition, books and on campus residency costs.

- b. Monies not expended for the aforementioned needs are to be refunded to the Chatfield Water Supply Corporation Scholarship fund.
- c. By August 1<sup>st</sup> the Chatfield Water Supply Corporation scholarship recipient(s) shall notify Chatfield Water Supply Corporation of the college/university they will attend and will forward to the Chatfield Water Supply Corporation the recipient's U.I.N. and password to facilitate payment.

**Recipient(s) of the scholarship will be determined and announced by the Scholarship Working Sub-Committee, of the Chatfield Water Supply Corporation, that will be comprised of the following individuals**

- a. The Chatfield Water Supply Corporation Board President, who will be the Chairman and a non-voting member.
- b. Three members from the Chatfield Water Supply Corporation constituency of membership that are selected by the Chatfield Water Supply Corporation Board of Directors. The qualifications to serve in the three member capacities will be the following:
  - 1. A customer of the Chatfield Water Supply Corporation holding membership and principal residency within the same.
  - 2. At least eighteen years of age and of acceptable moral character.

**Scholarship Working Sub-Committee Guidelines**

- a. The committee will be considered an informal assigned working sub-committee of the Chatfield Water Supply Corporation Board of Directors.
- b. All the decisions of the committee will be only recommendations to the Chatfield Water Supply Corporation and may be accepted or not accepted and acted upon by the Chatfield Water Supply Corporation who will have absolute final authority of such decisions.
- c. The committee may meet as frequently as necessary.

- d. There should be a quorum (majority) to conduct business and make recommendations. The quorum may utilize any technology or device to establish a quorum. Actual presence is not required, but participation should be paramount.
  
- e. Minutes will not be required, but regarding the final recommendation of recipient(s) and the fiscal amounts of the Chatfield Water Supply Corporation Scholarship(s), a written final recommendation, from the chairman of the scholarship committee, to the Chatfield Water Supply Corporation Board of Directors will be required.

**Guidelines regarding Accumulation, Depository of Funds and Expenditures and/or Awards of the Chatfield Water Supply Corporation Scholarship Fund**

- a. All funds of the Chatfield Water Supply Corporation Scholarship Fund shall be under the custody of the Secretary-Treasurer as outlined in Article III and in any other area addressing monies within the Bylaws of The Chatfield Water Supply Corporation. Should unusual circumstances arise; the President of the Chatfield Water Supply Corporation may serve in this aforementioned capacity of expenditures and/or awards and dispense these funds as recommended by the Chatfield Water Supply Corporation Board of Directors.
  
- b. During the time of accumulation of the Chatfield Water Supply Corporation Scholarship Fund, the balance of this same fund will be a part of the monthly report made by the manager to Chatfield Water Supply Corporation Board of Directors.
  
- c. The Chatfield Water Supply Corporation Scholarship Fund will be deposited in an appropriate depository and managed by the Secretary-Treasurer of Chatfield Water Supply Corporation Board of Directors and in accordance to the Bylaws of The Chatfield Water Supply Corporation.
  
- d. All scholarships will be awarded at the annual meeting of the Chatfield Water Supply Corporation. The Secretary-Treasurer will announce and award the scholarship(s) at the annual meeting.
  
- e. The amount of the Chatfield Water Supply Corporation scholarship(s) awarded is to be determined by the Chatfield Water Supply Corporation Scholarship Committee; to be

based on the funds available and the number of applicants. The appropriated amount must be retained in the account to prevent charges to the account for insufficient amounts according to the depositing bank's policies and procedures.

- f. In order for the applicant to finally receive the scholarship, they and their parent(s) and/or a school representative should be in attendance at the annual meeting to officially receive the scholarship certificate. Exclusions to this policy should be rare.
- g. The scholarship monies may not be deferred for expending for a later school semester. These scholarship amounts received must be allocated to a college or trade school for the upcoming fall semester.

#### **Membership that do not wish to participate in the funding process**

Member(s) of The Chatfield Water Supply Corporation, who wish to not participate and contribute, may make that decision on a notice that will provide them the opportunity to express that decision.

#### **Enrollment of membership that wish to participate**

- a. For the current membership, the initial determination of participation in the scholarship program may be determined by the following two methods. The selected method will be subject to the decision made by the manager of The Chatfield Water Supply Corporation or Chatfield Water Supply Corporation Board of Directors as determined necessary.
  - 1. A single-issue letter of notification and explanation with the opportunity to participate or decline participation by return and reply. No return or reply will be accepted as voluntary participation in the scholarship program.
- b. For new membership, the decision to participate in the scholarship program will be established at the time an application for membership is received by the Chatfield Water Supply Corporation.

#### **Abolishment or Amendments of these Policies, Procedures or Guidelines for the Chatfield Water Supply Corporation Scholarship**

- a. The Chatfield Water Supply Corporation Board of Directors may, at any time of their choice or for any reason, abolish or amend any part or all of The Chatfield Water Supply Corporation Scholarship and these Policies, Procedures or Guidelines of the same.
- b. Should the scholarship program be abolished, and should there be any funds remaining in the scholarship fund account, those funds will be returned to the membership that supplied the same funds in the amount contributed.

Chatfield Water Supply Corporation

P.O. Box 158 \* 106 Carr Street

Powell, Texas

Application for the consideration to receive a scholarship from the Chatfield Water Supply Corporation Scholarship fund

Directions-----Complete the following entirely and attach a current transcript of your grades

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail address \_\_\_\_\_

Applicant's Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Address \_\_\_\_\_



Chatfield Water Supply Corporation Meter Number \_\_\_\_\_

In the area below state your plans for higher education after graduation.

In the area below state the type of employment you would like to be employed within and why you are choosing this career field.

In the area below ask a staff member, which is familiar with you, of your local ISD to make some type of supporting statement addressing, "Why you should be considered for this scholarship from the Chatfield Water Supply Corporation".

\*\*\*Please remember to attach the following:

1. Your current transcript.
2. This current year's grade (grade 12 may be submitted separately and attached to the transcript).
3. The FAFSA SAR report. (Free Application for Student Aid Student Aid Report).