

Rules and Regulations Governing the
Friends of the Dracut Library Scholarship

I. FINANCIAL MANAGEMENT

The scholarship shall be perpetuated by an annual contribution of \$500 by the *Friends of the Dracut Library* (FOL). The FOL scholarship—for a given year—will include the annual contribution and all voluntary donations received by the May Annual Meeting.

II. AMENDMENT OF RULES AND REGULATIONS

Any amendment must be approved by majority vote at two consecutive May Annual Meetings.

III. ELIGIBILITY/CRITERIA

An applicant must meet the following criteria:

- Has completed his/her (high school) level education at the time of the award, as evidenced by: diploma or similar certification of completion of high school or equivalent (i.e. GED);
- Has not received the *Friends of the Dracut Library* Scholarship before;
- Will prove his/her acceptance into an ongoing education program prior to the award issuance;
- Has volunteered at the Parker Memorial Library (Dracut, MA) or in conjunction with the FOL.

IV. SELECTION COMMITTEE

- The Selection Committee (SC) shall consist of at least two—but not more than four—members of the *Friends of the Dracut Library*.
- The Board of the FOL will nominate the members of the SC at the January meeting. The SC shall remain in place for one year. The SC will select their committee officers.
- Eligible candidates and their immediate relatives shall be ineligible to serve on the SC.
- The SC shall be charged with overseeing the administration of the FOL Scholarship.
- The SC—either individually or jointly—shall not entertain private communication regarding any candidate with any other individual or group.
- The SC shall not divulge either the status or conclusion of its deliberations prior to the official award announcement.

V. SELECTION PROCESS

- Applications will be available no later than the 1st week of March. Applications will be available at the Parker Memorial Library and the Dracut High School.
- Applications will be due on the 2nd week of April. Late or incomplete applications will not be considered.
- The Director of the Parker Memorial Library will receive and blind copy all applications for the SC.
- The SC shall meet to select an honoree on the 3rd and 4th weeks of April.
- The SC will notify the honoree's guidance department by the 1st week of May—if applicable.
- The SC may designate a representative to award the honoree at an award ceremony—if applicable.

VI. YEARLY AWARD

The award check and notification shall be issued within thirty (30) days of full compliance to the scholarship criteria.

An honoree may postpone his/her program of education for up to eighteen (18) months, the award check shall not be issued until a date no more than sixty (60) days prior to the commencement of the program.

If the honoree fails to meet the scholarship criteria within eighteen (18) months, the award will be forfeited.

In cases of a forfeited award, the SC will select an honoree to receive the award during the next selection process. The forfeited award shall not be combined with the current year award.